

Notice Questions & Answers – Proposal Manager

Training Document

Homepage

Solicitation

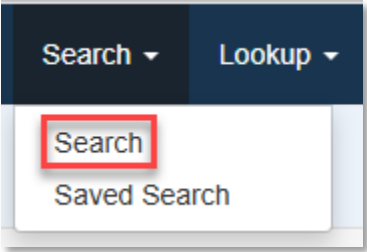
Search

Notice

Q&A

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Roles	This is an overview of the Notice Questions & Answers (Q&A) functionality for the Proposal Manager role which allows for asking questions about notices, viewing existing questions and answers, and receiving notifications about Q&A updates. Public Users: All questions and answers posted on non-restricted Notices are displayed in read-only mode to the public. To maximize the benefits of the Notice Q&A feature, including the ability to submit questions, receive notifications about answered questions, and flag notices of interest, it is strongly suggested that you create a PIEE user account.
Navigation	Log in to PIEE as a Proposal Manager user to access the Solicitation application. Select Search on the Solicitation navigation bar to locate notices requiring questions or inquiries. 
Notice Search Criteria	The Notice Questions & Answers functionality is available for the following notice types: • Special Notice • Solicitation • Combined Synopsis/Solicitation • Presolicitation • Sources Sought Enter known data from the notice of interest in the Notice Search Criteria fields.

Notice Search Criteria Fields:

- Notice ID (*up to 127 alphanumeric characters including special characters*)
- Notice Type (*options: Special Notice / Solicitation / Combined Synopsis/Solicitation / Presolicitation / Sources Sought / Consolidate/(Substantially) Bundle / Justification and Approval / Award Notice*)
- Open Date (*subfields: Start / End; format YYYY/MM/DD*)
- Response Due Date (*subfields: Start / End; format YYYY/MM/DD*)
- Subject (*parameters: Starts With / Equal To / Contains / Ends With*)
- Description (*parameters: Starts With / Equal To / Contains / Ends With*)
- Product or Service Code (*must be valid codes in database*) (*refer to [Product or Service Code Lookup Pop-Up](#) for further instruction*)
- NAICS (*must be valid codes in database*) (*refer to [NAICS Lookup Pop-Up](#) for further instruction*)
- Set Aside Code (*searchable drop-down*)
 - Total Small Business Set-Aside
 - Partial Small Business Set-Aside
 - 8(a) Set-Aside
 - Historically Underutilized Business (HUBZone) Set-Aside
 - Service-Disabled Veteran-Owned Small Business (SDVOSB) Set-Aside
 - Women-Owned Small Business (WOSB) Program Set-Aside
 - Economically Disadvantaged WOSB (EDWOSB) Program Set-Aside
 - 8(a) Sole Source
 - Historically Underutilized Business (HUBZone) Sole Source
 - Service-Disabled Veteran-Owned Small Business (SDVOSB) Sole Source
 - Women-Owned Small Business (WOSB) Program Sole Source
 - Economically Disadvantaged WOSB (EDWOSB) Program Sole Source
 - Local Area Set-Aside
 - Competitive 8(a)
 - Economically Disadvantaged Woman Owned Small Business
 - Emerging Small Business
 - HUBZone
 - Partial HBCU / MI
 - Partial Small Business
 - Service-Disabled Veteran-Owned Small Business
 - Total HBCU / MI
 - Total Small Business
 - Veteran-Owned Small Business
 - Woman Owned Small Business
- Place of Performance Zip Code (*must be 5 numeric characters or 10 numeric character pattern (5 digits, hyphen, 4 digits)*)
- Contracting Office DoDAAC (*must be 6 alphanumeric characters; excluding special characters*)
- Status (*options: Open / Closed / Incomplete / No Response Due Date*)

Click the **Search** button to view search results.

Buttons:

- Lookup (*button displays beside the 'Product or Service Code' and 'NAICS' fields; leads to Lookup search pop-ups*)
- Search (*leads to search criteria results screen*)

- Reset (*clears fields in search form*)
- Help (*displays help information*)

Notice Search Criteria

Notice ID			
Notice Type	--- Please Select ---		
Open Date	Start:		End:
Response Due Date	Start:		End:
Subject	Starts With		
Description	Starts With		
Product or Service Code			Lookup
NAICS			Lookup
Set Aside Code	--- Please Select ---		
Place of Performance Zip Code			
Contracting Office DoDAAC			
Status	--- Please Select ---		

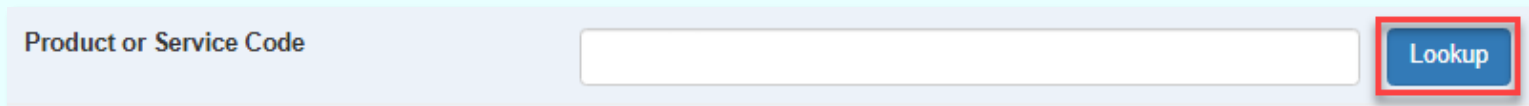
NOTE: If a search is generated without any criterion, all notices created in the database to which the user has access (regardless of status) are returned in the search results.

NOTE: The Notice Questions & Answers functionality is never visible when viewing an Award, Justification & Approval, or Consolidate/(Substantially) Bundle notice.

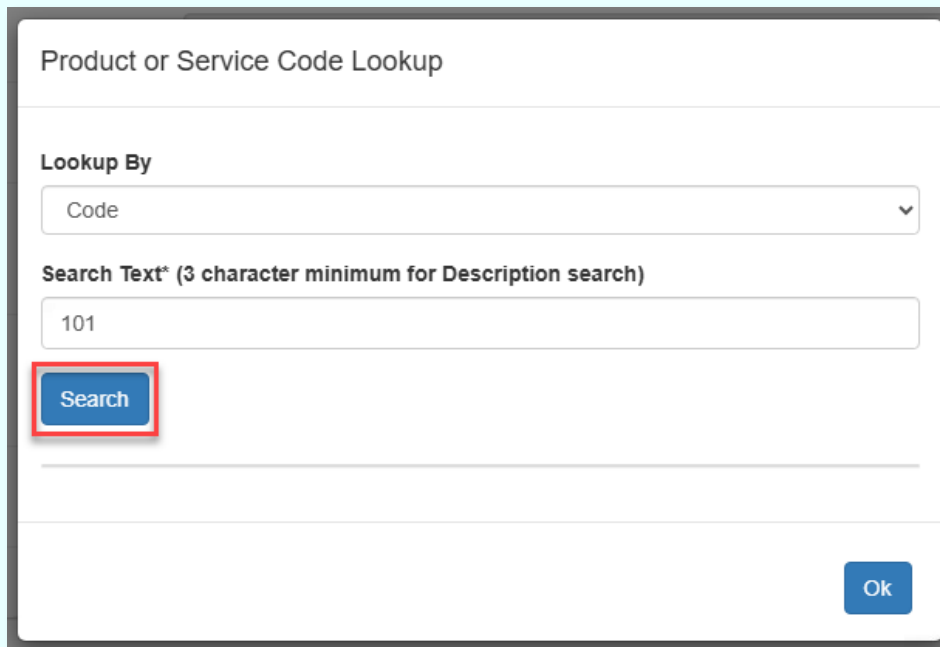
Product or Service Code Lookup Pop-Up:

The **Notice Search** functionality accepts manual entry of Product or Service Code directly in the **Product or Service Code** field. Entering multiple codes requires comma separation between each code.

To use **Lookup** to search for the Product or Service Code (PSC), click the **Lookup** button. The **Product or Service Code Lookup** displays.

A horizontal form bar with a light gray background. On the left, the text "Product or Service Code" is displayed. To its right is a white text input field. Further right is a blue button with the word "Lookup" in white text. The button is highlighted with a red rectangular border.

Select **Code** or **Description** in the **Lookup By** drop-down to search for the PSC based on the preferred search method. Enter the required data in the **Search Text*** field and click the **Search** button.

A vertical pop-up window titled "Product or Service Code Lookup". Inside, there is a "Lookup By" section with a drop-down menu currently set to "Code". Below this is a "Search Text* (3 character minimum for Description search)" section with a text input field containing "101". A blue "Search" button is located below the input field and is highlighted with a red rectangular border. At the bottom right of the pop-up is a blue "Ok" button.

The results for **Product or Service Code** appear at the bottom of the pop-up. Select the code of interest and click the **Ok** button. Multiple selections are permitted.

Product or Service Code Lookup

Lookup By
Code

Search Text* (3 character minimum for Description search)
101

Search

☒ 1010 - GUNS, OVER 30MM UP TO 75MM
☒ 1015 - GUNS, 75MM THROUGH 125MM

1 2

Ok

The pop-up closes and the chosen **Product or Service Code** displays in the **Product or Service Code** field of the **Search Criteria**.

Product or Service Code

1015, 1010

Lookup

Product or Service Code Lookup Pop-Up Fields:

- Lookup By (*option: Code / Description*)
- Search Text * (*user must enter at least 3 characters to search by "Description"; field can remain blank if searching by "Code"*)
- PSC Results (*checkbox; displays PSC search results*) (*multiple code selections are permitted*)

Product or Service Code Lookup Pop-Up Buttons:

- Search
- Ok (*closes the pop-up if fields are blank; if the Product or Service Code is selected, closes pop-up, and populates name in designated field*)

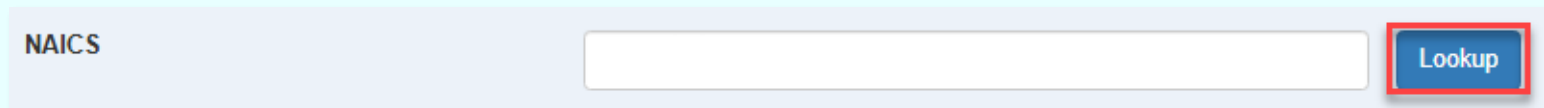
Search Criteria Buttons:

- Lookup (button displays beside the 'Product or Service Code' and 'NAICS' fields; leads to Lookup search pop-ups)

NAICS Lookup Pop-Up:

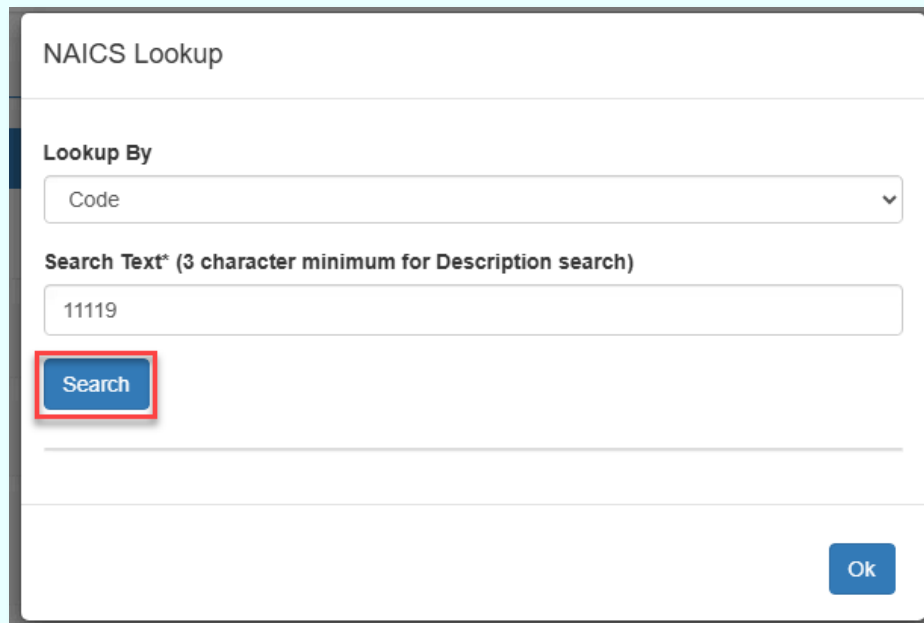
The **Notice Search** functionality accepts manual entry of NAICS codes directly in the **NAICS** field. Entering multiple codes requires comma separation between each code.

To use **Lookup** to search for the **North American Industry Classification System (NAICS)**, click the **Lookup** button. The **NAICS Lookup** pop-up displays.



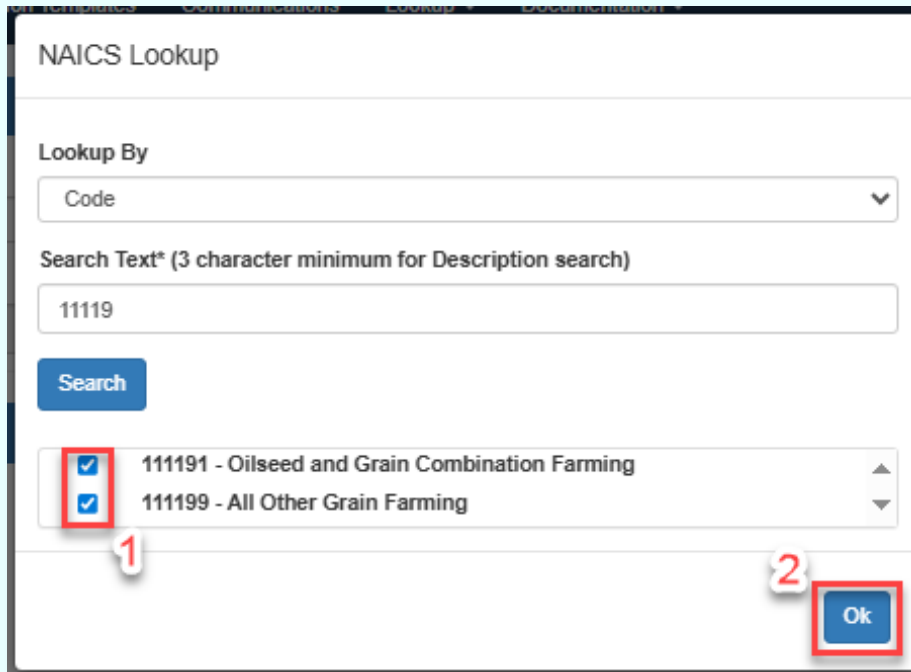
A horizontal bar with a light blue background. On the left, the text "NAICS" is displayed. To its right is a white text input box. Further right is a blue button with the word "Lookup" in white text. The button is highlighted with a red rectangular border.

Select **Code** or **Description** in the **Lookup By** drop-down to search for the NAICS based on the preferred search method. Enter the required data in the **Search Text*** field and click the **Search** button.



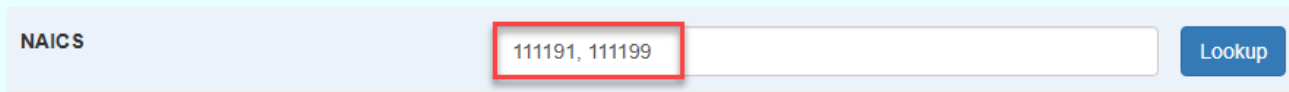
A pop-up window titled "NAICS Lookup". Inside, there is a "Lookup By" section with a dropdown menu currently showing "Code". Below this is a "Search Text* (3 character minimum for Description search)" section with a text input box containing "11119". At the bottom left of the input area is a blue button with the word "Search" in white text, which is highlighted with a red rectangular border. At the bottom right of the pop-up is a blue button with the word "Ok" in white text.

The results for **NAICS** appear at the bottom of the pop-up. Select the code of interest and click the **Ok** button. Multiple selections are permitted.



The image shows a 'NAICS Lookup' pop-up window. At the top, there are tabs for 'NAICS', 'Commencement', 'Lookup', and 'Documentation'. The 'Lookup' tab is active. Below the tabs, there is a 'Lookup By' dropdown menu set to 'Code'. A 'Search Text*' field contains '11119'. A blue 'Search' button is below the search text. The results list shows two items: '111191 - Oilseed and Grain Combination Farming' and '111199 - All Other Grain Farming'. Both items have a checked checkbox to their left, which is highlighted with a red box and a red '1'. At the bottom right of the pop-up, there is a blue 'Ok' button, highlighted with a red box and a red '2'.

The pop-up closes and the chosen **NAICS** displays in the **NAICS** field of the **Search Criteria**.



The image shows a 'Search Criteria' field. The 'NAICS' label is on the left. The input field contains '111191, 111199', which is highlighted with a red box. To the right of the input field is a blue 'Lookup' button.

NAICS Lookup Pop-Up Fields:

- Lookup By (*options: Code / Description*)
- Search Text * (*user must enter at least 3 characters to search by "Description"; field can remain blank if searching by "Code"*)
- NAICS Results (*checkbox; displays NAICS search results*) (*multiple code selections are permitted*)

NAICS Lookup Pop-Up Buttons:

- Search

- Ok (*closes the pop-up if fields are blank; if NAICS is selected, closes pop-up and populates name in designated field*)

Search Criteria Buttons:

- Lookup (*button displays beside the 'Product or Service Code' and 'NAICS' fields; leads to Lookup search pop-ups*)

Search Results appear on a new screen. Locate the notice and click the **Notice ID** hyperlink to view.

Notice ID	Response Date	Notice Type
W912HN24R8118	2025/12/05 09:10 Eastern Standard Time	Combined Synopsis/Solicitation

Search Results

Search Result Headers:

- Notice ID (*hyperlink*)
- Response Date
- Notice Type
- Subject
- Description
- Restricted
- Status
- Attempted to Post to SAM
- Notice Posted to SAM
- Last Successful SAM Posting
- PIII Posted Date
- PSC
- NAICS
- Contracting Office Name
- Set Aside
- Number of Updates

Search Result Fields:

- Show # Entries (*options: 20 / 40 / 60 / 80 / 100; controls number of entries appearing on each page*)
- Search (*can filter results by keywords entered by the user*)

Buttons:

- Previous (*to navigate back to Create Notice screen*)
- Help (*displays help information*)

Notice ID	Response Date	Notice Type	Subject
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Description	Restricted	Status	Attempted to Post to SAM	Notice Posted to SAM	Last Successful SAM Posting	PIEE Posted Date
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PSC	NAICS	Contracting Office Name	Set Aside	Number of Updates
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Show entries

Search:



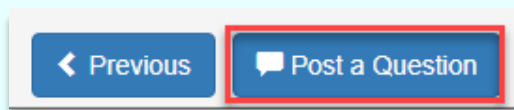
NOTE: Click the arrows next to the headers to sort in ascending/ descending order.

NOTE: For posted related notices, the latest related notice in the chain is visible in the search results.

NOTE: The Attempted to Post to SAM, Notice Posted to SAM, and Last Successful SAM Posting column is hidden from Public View, Proposal Manager, and Proposal View Only roles.

Posting A Question

The notice displays on a new screen. Click the **Post a Question** button. The **Question & Answers** pop-up displays.



Notice Buttons:

- Previous (*to navigate to previous screen*)
- Post a Question (*to submit an inquiry about a notice; leads to Question & Answers pop-up*)
- Home (*to navigate to the Solicitation Module home screen*)
- Save as PDF (*to download opened notice to local machine*)
- Download All Attachments (*downloads all notice's attachments to which the user has been given access*)
- Help (*to display help information*)

Conditions for Posting Questions:

The **Post a Question** button is enabled or disabled based on several factors:

Notice Response Date: For notices that are closed (Response Date is in the past) or cancelled, the button is disabled and unavailable. If the notice's Solicitation Manager creates an Update with a future Response Date, the button is enabled again.

Notice types without mandatory Response Dates, such as Special Notice, Presolicitation, and Sources Sought, consistently show the **Post a Question** button when no Response Date is entered.

Related Notices: When a related notice exists, only the most recently posted related notice has the **Post a Question** button enabled. As a result, the button is then disabled on the original notice and all older related notices. This applies to all notice types that support the Q&A functionality (Special Notices, Presolicitations, Sources Sought, Solicitations, and Combined Synopsis/Solicitations).

NOTE: Cancellation of the most recently posted related notice enables the Post A Question button on the parent notice when no other active child notices exist. In situations where other child notices remain posted and active, the Post A Question button is enabled on the next most recently posted notice in the chain.

Posting Questions:

A disclaimer message is displayed at the top of the pop-up with important information regarding Questions & Answers to review before posting. Compose a detailed question in the **Question** field. Click the **Post Question** button to submit the inquiry.

Question & Answers

IMPORTANT NOTICE REGARDING QUESTIONS & ANSWERS

Only registered PIEE users may ask questions.

For all registered PIEE users, both Public and Government, upon clicking either "Post Question," or "Post Answer," all postings will follow the below rules:

1. You will receive a message asking, "Confirm Posting?"
2. They will immediately be viewable to the public and will remain publicly viewable as part of the public record of the notice. Please maintain decorum.
3. They will appear exactly as typed and are unable to be edited or deleted.
4. Questions & Answers will post publicly, yet anonymously, with no names or any other identifying information about either the Public asker or the Government answerer.
5. The Government representatives will not see any vendor names or any other identifying information about the submitter.
6. Because the questions are public record, the Government strongly recommends omitting any identifying, proprietary, or business sensitive information.

Question *

Cancel + Post Question

NOTE: Unsupported special characters (such as © or Š) entered in the Question * field are removed by the system before posting.

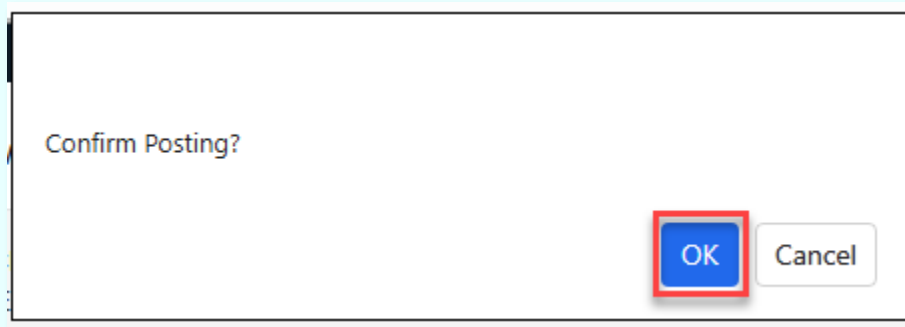
Questions and Answers Pop-Up Field:

- Question (up to 5000 alphanumeric characters, including special characters `~!@#\$\$%^&*()_-= {[]\|:;""'.,?/)

Questions and Answers Pop-up Buttons:

- Cancel (*to disregard composed message and close pop-up*)
- Post Question (*to submit inquiry*)

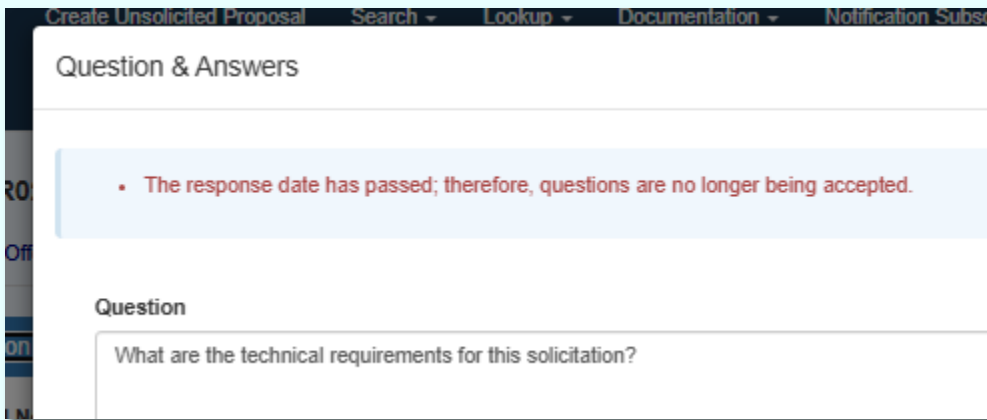
A confirmation pop-up displays a message stating: “Confirm Posting?” Click **OK** to post the question. The pop-up closes and an email alert is sent to all Primary and Secondary Solicitations Managers associated with the notice.



Questions & Answers Confirmation Pop-Up Buttons:

- OK (*to submit Question*)
- Cancel (*to disregard confirmation and return to Question & Answer pop-up*)

Notices with Response Dates that expire while composing a question displays an error message upon submission stating: “The response date has passed; therefore, questions are no longer being accepted.” The question is not submitted after the Response Date has passed. This validation ensures that all questions are received within the designated timeframe.



Click the **Q&A** tab at the top of the notice. The **Questions and Answers** screen displays.



Notice Tabs:

- Notice (*to view notice detailed information*)
- Offer (*only available for Solicitation and Combined Synopsis/Solicitation*) (*to view submitted offer details; tab displays when offers have been submitted*)
- Q&A (*opens the notice's Questions and Answers section*)

The submitted **Question** appears as read-only on the **Questions and Answers** table. Questions are displayed with the oldest questions at the top by default. Click the column headers to change the sort order (ascending or descending). Enter known data in the **Filter** fields to refine the list displayed. Control the number of entries on the table by selecting an option on the **Show # entries** drop-down menu.

Questions and Answers

Click the + icon to view the answer

Show entries

	Question	Posted Date (UTC) ▲
	Filter	YYYY-MM-DD
	What are the technical requirements for this solicitation?	2026/03/27 18:01

Showing 1 to 1 of 1 entries

Questions and Answers Columns:

- Question (*read-only*)
- Posted Date (UTC) (*format: YYYY/MM/DD HH:MM*)

Questions and Answers Action Button:

- Expand/Collapse (+) (*read-only; to display answers*)