

Notice Questions & Answers – Solicitation Manager

Training Document

Homepage

Solicitation

Notice

Q&A

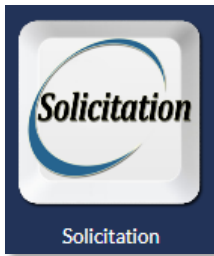
Table of Contents

Roles	1
Navigation	1
<i>Open Notices Headers:</i>	<i>1</i>
Navigation via PIEE Notifications	2
Questions & Answers (Q&A)	3
<i>Notice Tabs:</i>	<i>4</i>
<i>Questions and Answers Columns:</i>	<i>4</i>
Answering Submitted Questions	5
Conditions For Posting Answers:	5
Posting An Answer:	5
<i>Questions and Answers Columns:</i>	<i>7</i>
Posting Questions And Answers	8
Conditions for Posting Questions and Answers:	8
Posting Questions And Answers:	8
<i>Question & Answer Pop-Up Fields:</i>	<i>9</i>
<i>Questions and Answers Columns:</i>	<i>11</i>
Manually Closing Q&A	11
Conditions For Manually Closing Q&A:	11

Roles

This is an overview of the **Notice Questions & Answers** functionality for the **Solicitation Manager** role which includes the capability to view questions and post answers related to notices. This functionality allows for clarification of solicitation requirements to potential vendors.

Log in to PIEE as a **Solicitation Manager** user to access the Solicitation application.



Click the **Open Notices** title bar to expand that User Dashboard and display the open notices where the user is listed as a **Primary** or **Secondary Solicitation Manager**.

Navigation

Open Notices								
Closing within days								
Show 10 entries								
Notice ID	PIEE Posted Date	Response Date	Description	Restricted	Notice Type	PSC	NAICS	Set Aside
Filter	YYYY-MM-DD	YYYY-MM-DD	Filter	v	Filter	Filter	Filter	Filter
S0512A01R0522	2026/06/30	2027/07/30 00:00 -04:00		N	Solicitation	1740	314994	8(a) Set-Aside
Showing 1 to 1 of 1 entries								
Previous <input checked="" type="button" value="1"/> Next								

Open Notices Headers:

- Notice ID (*hyperlink*)
- PIEE Posted Date (*format: YYYY-MM-DD*)

- Response Date (*format: YYYY-MM-DD HH:MM Time Zone*)
- Description
- Restricted (*options: Y / N*)
- Notice Type
- PSC
- NAICS
- Set Aside

Open Notices Button:

- Arrow (*to expand or collapse detailed information of posted notices*)

The **Notice Questions & Answers** functionality is available for the following notice types:

- Special Notice
- Solicitation
- Combined Synopsis/Solicitation
- Presolicitation
- Sources Sought

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

Click the **Notice ID** hyperlink to view the details of the notice and access the Q&A section containing questions submitted by Proposal Managers. The notice displays on a new screen.



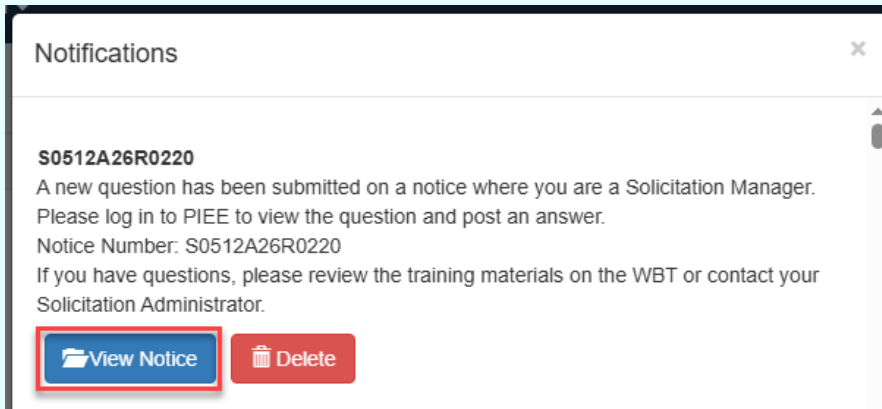
**Navigation via
PIEE
Notifications**

Primary and Secondary Solicitation Managers assigned to a notice receive an email alert each time a Proposal Manager submits a new question. Each alert includes the **Notice Number** and instructs the Solicitation Manager to log in to PIEE to view the question and post an answer.

To locate the notice via notification bell, click the **Bell icon** on the top right of the Solicitation home screen to view system notifications.



A pop-up displays an identical question alert alongside other relevant system-generated messages. Click the **View Notice** button to open the notice. The notice displays on a new screen.

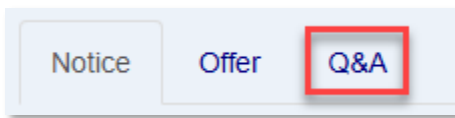


Buttons:

- Bell icon (*to display notification pop-up*)
- View Notice (*to access the notice*)
- Delete (*to delete the notification*)
- X icon (*to close the Notifications pop-up*)

NOTE: Questions and answers created by any Solicitation Manager do not generate alert messages.

**Questions &
Answers (Q&A)**



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 Q&A section allows Solicitation Managers associated with the notice to provide clarification to potential vendors about solicitation requirements. All questions submitted by Proposal Managers display in a read-only format.

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)	Actions
	Filter	YYYY-MM-DD	
☐	What are the technical requirements for this solicitation?	2026/03/27 13:07	Answer

Showing 1 to 1 of 1 entries

Questions and Answers Columns:

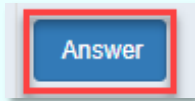
- Question (*read-only*)
- Posted Date (UTC) (*format: YYYY/MM/DD HH:MM*)
- Actions
 - Answer

Questions and Answers Action Button:

- Expand/Collapse (+) (*read-only; to display answers*)
- Answer (*leads to Question & Answers pop-up*)

Answering Submitted Questions

To answer a submitted question, click the **Answer** button in the **Action** column. The **Questions & Answers** pop-up displays.



Conditions For Posting Answers:

The **Answer** button is enabled or disabled based on the notice's status and the user's role. For notices that have been posted and are not cancelled, the **Answer** button is enabled for Primary or Secondary Solicitation Managers. Posting remains available even after a notice has closed. If the notice is cancelled, the **Answer** button is disabled and unavailable.

Users who are not listed as Primary or Secondary Solicitation Managers on a notice cannot post answers. Additionally, Solicitation Managers removed from a notice they were previously a Primary or Secondary Solicitation Manager lose the ability to answer any question on that notice.

Restricted Notices/Updates: Amending/Updating an unrestricted notice to restricted or Amending/Updating an already restricted notice to fewer CAGEs from either the base notice or the previous amendment (whichever is most recent), only restricts the visibility of the amendment itself and the ability to ask a question. All Q&A content, both existing and future, remains visible to all vendors who had access to the original notice.

Example: A full and open solicitation is issued. Amendment 0001 is issued and restricts the notice only to vendors A and B. Vendors A & B will see the amendment and have the ability to ask questions. The public will still see all future Q&A.

Posting An Answer:

A disclaimer message is displayed at the top of the pop-up with important information regarding Questions & Answers to review before posting. The question submitted by the Proposal Manager is displayed in a read-only format. Enter a detailed message in the **Answer** field then click the **Post Answer** button.

Question & Answers

IMPORTANT NOTICE REGARDING QUESTIONS & ANSWERS
 Only registered PEE users may ask questions.
 For all registered PEE 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
 What are the technical requirements for this solicitation?

Answer *

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

Questions & Answers Pop-Up Fields:

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

Questions & Answers Pop-up Buttons:

- Cancel (*to disregard composed message and close pop-up*)
- Post Answer (*to submit answer*)

A confirmation pop-up displays a message stating: "Confirm Posting?". Click **OK** to post the answer.



Questions & Answers Confirmation Pop-Up Buttons:

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

Questions with posted answers no longer display the **Answer** button in the **Action** column. Clicking the **(+)** button adjacent to the question reveals the submitted answer in a read-only format.

	Question	Posted Date	Actions
	Filter	YYYY-MM-DD	
	What are the technical requirements for this solicitation?	2026/03/27 13:07	
Answer: This solicitation for IT Support encompasses requirements for technical support services, hardware maintenance, software support, and network administration. The specific technical requirements, including required certifications, experience levels, and performance metrics are outlined in full detail in Attachment 2 of the solicitation package.			

Questions and Answers Columns:

- Question (*read-only*)

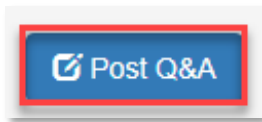
- Posted Date (UTC) (*format: YYYY/MM/DD HH:MM*)
- Actions

Questions and Answers Action Button:

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

NOTE: After posting an answer, the answer cannot be edited or deleted, ensuring a clear record of responses.

To post questions with answers to provide clarification on an associated notice, click the **Post Q&A** Button at the bottom of the screen. The **Question & Answers** pop-up displays.



Posting Questions And Answers

Conditions for Posting Questions and Answers:

For notices that have been posted and are not cancelled, the **Post Q&A** button is enabled for Primary or Secondary Solicitation Managers. Posting remains available even after a notice has closed. Users who are not listed as Primary or Secondary Solicitation Managers on a notice cannot post questions with answers. Additionally, Solicitation Managers removed from a notice they were previously a Primary or Secondary Solicitation Manager lose the ability to post a question and answer on that notice.

Posting Questions And Answers:

A disclaimer message is displayed at the top of the pop-up with important information regarding Questions & Answers to review before posting. Enter a question in the **Question *** field and the detailed answer in the **Answer *** field. Both fields are mandatory.

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 *

What are the key requirements outlined in the solicitation document?

Answer *

The solicitation document outlines several key requirements, including technical specifications, compliance with industry standards, delivery timelines, and specific performance metrics. Additionally, there are sections dedicated to financial considerations, such as budget constraints and funding sources. It s important to review the entire document to ensure all aspects are covered.

Cancel

Post Q&A

NOTE: Unsupported special characters (such as © or Š) entered in either the Question * or Answer * fields are removed by the system before sending.

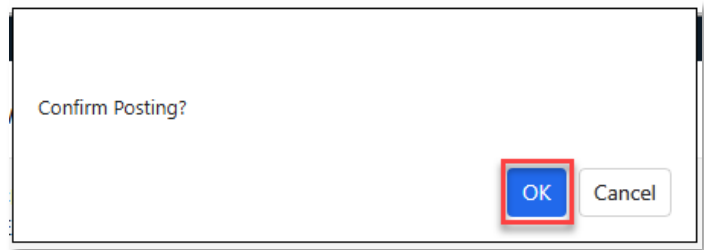
Question & Answer Pop-Up Fields:

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

Question & Answer Pop-Up buttons:

- Cancel (to disregard edited fields and close pop-up)
- Post Q&A (to submit Question and Answer)

Click the **Post Q&A** button to submit. A confirmation pop-up displays a message stating: “Confirm Posting?” Click **OK** to post the Question & Answer.



Q&A Confirmation Pop-Up Buttons:

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

Click the **Q&A** tab at the top of the notice. Successful posting displays the submitted Q&A on the **Questions & Answers** table.

Questions and Answers

Click the + icon to view the answer

Show 10 entries

	Question	Posted Date (UTC)	Actions
	Filter	YYYY-MM-DD	
+	What are the key requirements outlined in the solicitation document?	2026/04/08 17:51	

Answer

Posted On: 2026/04/08 17:51 UTC

The solicitation document outlines several key requirements, including technical specifications, compliance with industry standards, delivery timelines, and specific performance metrics. Additionally, there are sections dedicated to financial considerations, such as budget constraints and funding sources. It s important to review the entire document to ensure all aspects are covered.

	<i>Questions and Answers Columns:</i> • Question (<i>read-only</i>) • Posted Date (UTC) (<i>format: YYYY/MM/DD HH:MM</i>) • Actions <i>Questions and Answers Action Button:</i> • Expand/Collapse (+) (<i>read-only; to display answers</i>)
Manually Closing Q&A	Solicitation Managers assigned to the notice have the ability the close the Q&A period for a notice, which prevents further questions from being submitted. Conditions For Manually Closing Q&A: The option to close is available to Primary or Secondary Solicitation Managers when the notice has been posted, is not closed or cancelled or has no uncalled related notices created from it.