

Viewing Solicitations

Reference Guide

PIEE Portal

Solicitation Application

Solicitation Homepage

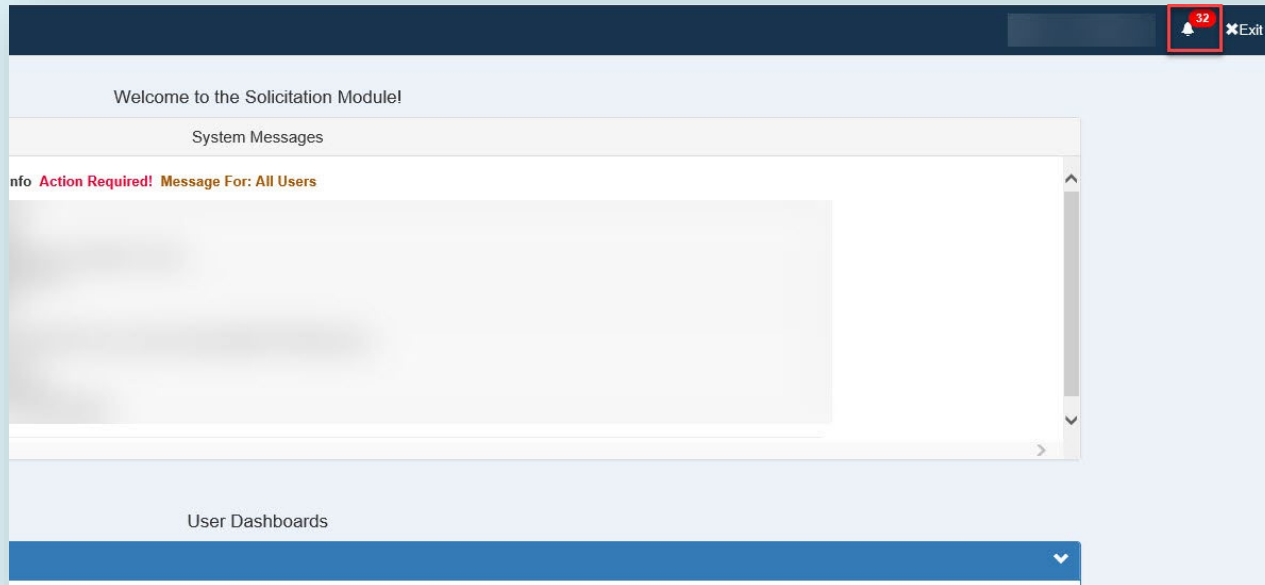
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Solicitation Manager

Open Solicitations

Dashboard



The Solicitation Manager may view all notifications by selecting the notification icon on the Solicitation application menu bar.

Solicitation Post Solicitation Search Lookup

Welcome to the Solicitation Module!

System Messages

(2017-APR-06 00:00) System: All Subject: Build Info Action Required! Message For: All Users

User Dashboards

Open Solicitations

1 Show 10 entries

2 Closing within days

3

Solicitation Number	Response Date	Description	Restricted	Draft	PSC	NAICS	Set Aside
Filter	YYYY-MM-DD	Filter			Filter	Filter	Filter
HQ013119P0007	2019/12/31 15:00 -05:00	test	Y	N	10	336419	Total HBCU / MI
HQ013119P0008	2019/10/31 12:00 -05:00	test	N	Y	66	334516	N/A

4

Showing 1 to 2 of 2 entries

Previous 1 Next

The Open Solicitation dashboard displays all solicitations in open status that have been posted by the Solicitation Manager.

1. Use the dropdown menu to control the number of entries appearing on each page in the dashboard.
2. Enter a value to filter open solicitations view by number of days until the solicitation is due to close.
3. Column headings may be toggled to sort by ascending or descending order. Each column may be filtered by using the fields or dropdown menus beneath the column headings.
4. Open a solicitation document to view by selecting an entry in the Solicitation Number column.

Non-Draft Solicitation

The screenshot displays the 'Solicitation Manager' application. At the top, a navigation bar includes 'Solicitation', 'Post Solicitation', 'Search', and 'Lookup'. Below this, a message states: 'There have been 1 on-time offers submitted against this solicitation.' The main content area shows a tabbed interface with 'Solicitation' and 'Offer' tabs; the 'Solicitation' tab is selected and highlighted with a red box and a red callout '1'. The 'Solicitation' form contains the following fields:

Solicitation Number	HQ013119P0007
Solicitation Type	RFP
Response Date	2019/12/31 12:00
Response Date Time Zone	Eastern Standard Time (-5:00)
Set Aside Code	Total HBCU / MI
Primary Contact Name	
Secondary Contact Names	

At the bottom right of the 'Secondary Contact Names' field, there is a blue 'Lookup' button, which is highlighted with a red box and a red callout '2'. A 'View Time Zone Map' link is also visible next to the time zone dropdown.

The Solicitation Manager may edit Secondary Contact Name, Restricted Access, Attachment Information, and add attachments. All other information is read-only.

1. The Solicitation tab is displayed upon opening the solicitation.
2. Secondary Contact Names may be added, edited, or deleted. To add a contact, select the **Lookup** button.

Add Secondary Contact

Search by E-mail:

Search by First Name:

Search by Last Name:

1

Search

2

3

Ok

1. Enter search criteria in one or more field and select the **Search** button.
2. Select the radio button for the desired entry. Multiple contacts may be selected.
3. Select **OK** to add the contact(s) to the Secondary Contact Names field.

Restricted Access

Recovery Act

Yes No

Restricted Access

☒ Restricted Solicitation

☒ Post To Contract Opportunities

1

Allowed CAGE Codes - Only CAGE Codes entered below will be permitted to view this Solicitation

2

3

06481 NORTHROP GRUMMAN SYSTEMS CORPORATION

1QU78 CACI, INC. - FEDERAL


Add CAGE Code

Additional Comments For Proposal Manager

Action

Delete

1. The Solicitation Manager may add, edit, or delete CAGE codes for restricted access. To edit a code, enter the desired code in an existing CAGE Code field.
2. To add a CAGE(s), select the **Add CAGE Code** link and enter the desired data.
3. To remove a CAGE code from the Allowed CAGE Codes list, select the **Delete** button.

Attachments									
Name	Number	Uploaded By	File/URL	Date	Document Type	Include in Response	Load Date	Restriction	Action
1			1.docx	2019-09-23	Attachment	No	2019-09-23 20:43:15 Eastern Standard Time	No Restrictions	

The Solicitation Manager may view and edit attachments on open solicitations. To edit an attachment, select the **edit** icon in the Action column.

Attachment Information

Attachment Name:

Attachment Number:

Document Type:

Include in Response:

Restricted Access:

1 Allowed CAGE Codes

Add CAGE Code

2 Cancel

3 Confirm

1. Edit all desired fields. To restrict the attachment, select the **Add CAGE Code** link and enter the desired CAGE Code(s).
2. To close the window without saving, select **Cancel**.
3. To save all changes, select **Confirm**.

When a Solicitation successfully posts to Contract Opportunities, the link to that original notice will be added to the Attachment section.

When an Amendment successfully posts to SAM, the link to that notice will be added to the Attachment section of that specific amendment.

1 Attachments

1 Choose Files Special characters and spaces in the attachment filename will be replaced with underscores "_".

URL

1 + Add Attachment URL

Name	Number	Uploaded By	File/URL	Date	Document Type	Include in Response	Load Date	Restriction	Action
2			2.docx	2019-10-03	Attachment	No	2019-10-03 14:04:54 Eastern Standard Time	No Restrictions	2

3 Save Changes Previous Home Help

1. To add an attachment, select the **Choose Files** button to upload a file, or select the **Add Attachment URL** button to add the URL of the attachment. Only one attachment type is allowed on a solicitation.
2. To edit the attachment, select the edit icon in the Action column.
3. Select the **Save Changes** button to save the attachment(s).

Outstanding Attachment Access Requests

Proposal Managers may request access to restricted attachments. Upon receiving a notification for access to a restricted attachment, the Solicitation Manager will see the Outstanding Attachment Access Requests section. Select the **View Access Request** icon in the Action column.

Outstanding Attachment Access Requests				
Company Name	Cage CD	Requestor User ID	Requestor Name	Action
NORTHROP GRUMMAN SYSTEMS CORPORATION	06481			

The Restricted Attachment Access Request Review modal will display.

Restricted Attachment Access Request Review

CAGE Code:06481
Company Name:NORTHROP GRUMMAN SYSTEMS CORPORATION

Requestor User ID:
Requestor E-mail:
Requestor Phone Number: 1

Requestor Reason for Access Request: x

1 ☐ Select attachments

Name	File/URL
CUItest	CUItest.docx

2 Reason for Access Request Approval/Denial:

* Asterisk indicates required entry.

3 Cancel 4 Deny Approve

1. Select the attachment(s) to deny/approve.
2. Enter the justification for the denial/approval.
3. To deny the access request, select the **Deny** button.
4. To approve the access request, select the **Approve** button.

Amendments

Amendments

100

Save Changes Add Amendment Previous Home Help

Amendments are displayed and may be viewed by the Solicitation Manager. Select the amendment link to open and view the amendment.

Save

The screenshot shows a software interface with a light blue header bar. Below the header, there is a white input field. Underneath the input field is a blue bar with the text 'Amendments' and a downward arrow. Below this is a white bar with the number '100'. At the bottom of the interface is a light gray bar containing five buttons: 'Save Changes' (highlighted with a red box), 'Add Amendment', 'Previous', 'Home', and 'Help'.

To save all changes to the solicitation document, select the **Save Changes** button.

Non-Final Solicitation

The screenshot shows a 'Solicitation' form with the following fields and actions:

- Solicitation Number:** S0512A23A3856
- Public Posting Link:** A text field with a 'Copy To Clipboard' button (callout 1).
- Solicitation Type:** RFQ (dropdown)
- Notice Type:** Draft (dropdown)
- Response Date:** 2023/11/30 00:00
- Response Date Time Zone:** Eastern Standard Time (-5:00) (dropdown) with a 'View Time Zone Map' link.
- Set Aside Code:** N/A (dropdown)
- Primary Contact Name:** A text field with a 'Lookup' button.
- Secondary Contact Names:** A text field with a 'Lookup' button.
- Description:** A large text area containing the letter 'X'.

At the bottom of the form, there are five numbered callouts (2-5) pointing to the following buttons:

- 2:** Publish Changes to Draft
- 3:** Prepare Related Notice
- 4:** Add Amendment
- 5:** Resend to SAM

Below these buttons are navigation links: Previous, Home, and Help.

1. A URL to FBO is provided in the Public Posting Link field on an open draft solicitation. Select the **Copy To Clipboard** button to copy the URL.
2. Select the **Publish Changes to Draft** button to save any changes made to the solicitation.
3. To post a Related Notice, select the **Prepare Related Notice** button. For further instructions, see the Posting Solicitation user guide.
4. To add an amendment, select the **Add Amendment** button.
5. To reattempt to post the solicitation to SAM, select the **Resend to SAM** button.

Amendments

Amendments					
Amendment Number	Description	Posted Date	Response Date	Attempted to Post to SAM	Notice Posted to SAM
1560	x	2023/11/10 20:03 UTC	2023-11-30 00:00 Eastern Standard Time	No	No
S0512A23A3837	x	2023/10/20 18:47 UTC	2023-11-30 00:00 Eastern Standard Time	Yes	No

[Save Changes](#)
[Prepare Related Notice](#)
[Add Amendment](#)
[Resend to SAM](#)
[Previous](#)
[Home](#)
[Help](#)

Any amendments the solicitation contains may be viewed by selecting the amendment link in the Amendments section. The user will be navigated to the Solicitation page.

Prepare Related Notice

Solicitation	
Solicitation Number	S0512A23A3837
Solicitation Type	RFP
Public Posting Link	<input type="text"/> Copy To Clipboard
Response Date	2023/11/30 00:00
Response Date Time Zone	Eastern Standard Time (-5:00) View Time Zone Map
Set Aside Code	N/A
Primary Contact Name	<input type="text"/>
Secondary Contact Names	<input type="text"/> Lookup
Description	<div>x</div>

[Publish Changes to Draft](#)
[Prepare Related Notice](#)
[Previous](#)
[Home](#)
[Help](#)

To post a related notice, select the **Prepare Related Notice** button. For further instructions, see the Posting Solicitation user guide.

Incomplete Solicitations

Dashboard

User Dashboards

Open Solicitations

Incomplete Solicitations

1 Show 10 entries

2 Saved within days

3

Solicitation Number	Response Date	Description	Restricted	Draft	PSC	NAICS	Set Aside
Filter	YYYY-MM-DD	Filter			Filter	Filter	Filter
HQ013119P0004	2019/10/31 12:00 -05:00	test	N	Y	70	541713	N/A
HQ013119P0006	2019/11/30 12:00 -05:00	test	N	N	42	624230	N/A

Showing 1 to 2 of 2 entries

Previous 1 Next

Closed Solicitations

The Incomplete Solicitation dashboard displays all saved solicitations that have been posted by the Solicitation Manager.

1. Use the dropdown menu to control the number of entries appearing on each page in the dashboard.
2. Enter a value to filter open solicitations view by number of days until the solicitation is due to close.
3. Column headings may be toggled to sort by ascending or descending order. Each column may be filtered by using the fields or dropdown menus beneath the column headings.
4. Open a solicitation document to view by selecting an entry in the Solicitation Number column.

Edit Solicitation

The screenshot displays the 'Post Solicitation' web application. The top navigation bar includes 'Solicitation', 'Post Solicitation', 'Search', and 'Lookup'. The main form is titled 'Post Solicitation' and contains the following fields:

- Solicitation Number ***: HQ013119P0006
- Solicitation Type ***: RFP
- Response Date ***: 2019/11/30 12:00
- Response Date Time Zone ***: Eastern Standard Time (-5:00) (with a 'View Time Zone Map' link)
- Set Aside Code**: N/A
- Primary Contact Name**: (empty)
- Secondary Contact Names**: (empty) with a 'Lookup' button
- Description ***: test

Below the form is a 'Solicitation Details' section with a 'Subject' field containing 'test0274'. At the bottom, there are four buttons: 'Post Solicitation' (with a red box and number 1), 'Save Solicitation' (with a red number 2), 'Delete Solicitation' (with a red number 3), 'Home', and 'Help'.

The solicitation is displayed and is fully editable. (For complete instructions on creating a solicitation document, please refer to the Create Solicitation demo.)

1. When all changes have been made, select the **Post Solicitation** button to post the solicitation.
2. To save all changes made to the solicitation document, select the **Save Solicitation** button.
3. To delete the solicitation document, select the **Delete Solicitation** button.

Closed Solicitations

Dashboard

User Dashboards

Open Solicitations >

Incomplete Solicitations >

1 Closed Solicitations ▾

Show 10 entries

2

Solicitation Number	Response Date	Description	Restricted	Draft	PSC	NAICS	Set Aside	Number of Offers
Filter	YYYY-MM-DD	Filter	▼	▼	Filter	Filter	Filter	Filter
3 + FA303019P0099	4 2/11/10/03 15:10 -04:00	test	N	N	87	423850	N/A	1
+ HQ013119P0005	2019/10/03 15:05 -05:00	test	N	N	13	423490	N/A	1
+ S0512A19P3766	2019/09/30 15:40 -04:00	test	N	N	81	551114	N/A	1
+ S0512A19P5854	2019/09/30 15:10 -04:00	test	N	N	11	325998	N/A	0

Showing 1 to 4 of 4 entries

Previous 1 Next

The Closed Solicitation dashboard displays all solicitations in closed status that have been posted by the Solicitation Manager.

1. Use the dropdown menu to control the number of entries appearing on each page in the dashboard.
2. Column headings may be toggled to sort by ascending or descending order. Each column may be filtered by using the fields or dropdown menus beneath the column headings.
3. Select the expand icon to display the Offeror information.
4. Open a solicitation document to view by selecting an entry in the Solicitation Number column.

Solicitation

1. The Solicitation tab is displayed.

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

3. To add or delete Secondary Contact Names, select the **Lookup** and **Delete** buttons, respectively.

1. To add an attachment, select the **Choose Files** button to upload a file, or select the **Add Attachment URL** button to add the URL of the attachment. Only one attachment type is allowed on a solicitation.

2. File/URL

3. Action

4. Save Changes

2. To view the attachment, select the attachment link in the File/URL column.
3. To edit the attachment, select the edit icon in the Action column.
4. Select the **Save Changes** button to save the attachment(s).

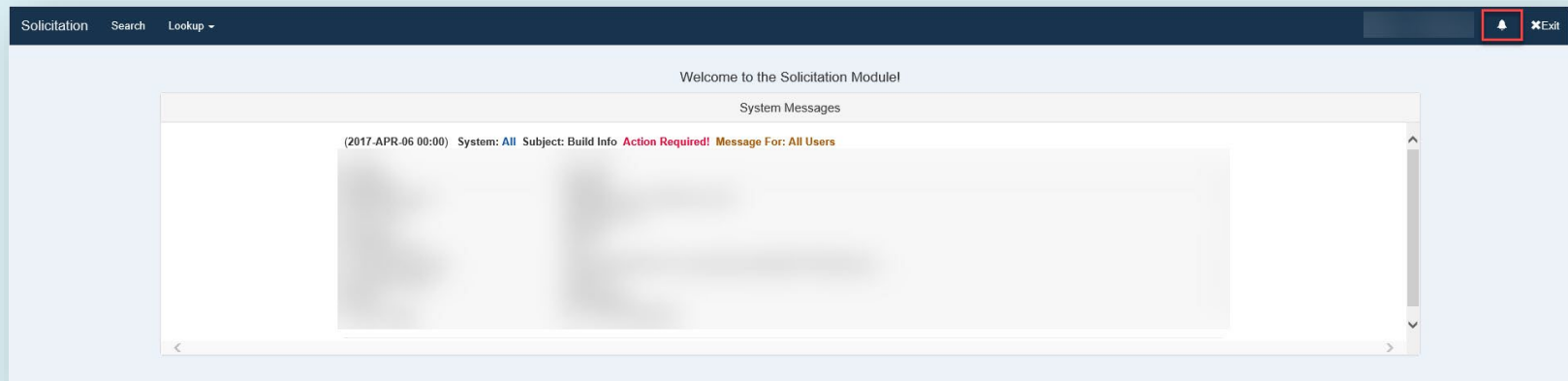
When a Solicitation successfully posts to Contract Opportunities, the link to that original notice will be added to the Attachment section.

When an Amendment successfully posts to SAM, the link to that notice will be added to the Attachment section of that specific amendment.

Solicitation Administrator

Open Solicitations

Non-Draft Solicitation



The Solicitation Administrator may view all notifications by selecting the notification icon on the Solicitation application menu bar.

The screenshot shows the 'Non-Draft Solicitation' form. The 'Contracting Office Name' field contains 'FA3030 17 CONS CC'. The 'Contracting Office Address' field contains 'ADMINISTRATIVE ONLY NO REQUISITIONS 210 SCHERZ BLVD GOODFELLOW AFB TX 76908-4705 GOODFELLOW AFB TX 76908-4705 USA'. Below these fields is an 'Attachments' table with two rows. The first row has a red '1' above the 'File/URL' column and a red '2' above the 'Action' column. The second row has a red '2' above the 'Action' column. The table has columns: Name, Number, File/URL, Date, Document Type, Include in Response, Restriction, and Action. The first row has values: 2, 2, 2.docx, 2019-10-04, Attachment, No, No Restrictions, and an edit icon. The second row has values: 2, 2, 2.pdf, 2019-10-04, Attachment, No, No Restrictions, and an edit icon. At the bottom of the form are buttons for 'Save Changes', 'Previous', 'Home', and 'Help'.

The Solicitation Administrator may view attachments and edit the attachment name. All other information is read-only.

1. To view the attachment, select the attachment link in the File/URL column.
2. Select the edit icon in the Action column to edit the attachment name.

When a Solicitation successfully posts to Contract Opportunities, the link to that original notice will be added to the Attachment section.

When an Amendment successfully posts to SAM, the link to that notice will be added to the Attachment section of that specific amendment.

Attachment Information

Attachment Name:

2

1

2

Cancel

Confirm

The attachment name may be edited in the Attachment Name field.

1. To close the window without saving changes, select Cancel.
2. To save changes, select Confirm.

Contracting Office Name

FA3030 17 CONS CC

Contracting Office Address

ADMINISTRATIVE ONLY NO REQUISITIONS 210 SCHERZ BLVD GOODFELLOW AFB TX 76908-4705 GOODFELLOW AFB TX 76908-4705 USA

Attachments

Name	Number	File/URL	Date	Document Type	Include in Response	Restriction	Action
2		2.docx	2019-10-04	Attachment	No	No Restrictions	↓ ✎
2		2.pdf	2019-10-04	Attachment	No	No Restrictions	↑ ✎

Save Changes

Previous

Home

Help

Select the **Save Changes** button to save all changes to the solicitation.

Draft Solicitation

Solicitation Search Lookup

DRAFT: test2498

Solicitation

Solicitation Number: HQ013119P0008

Public Posting Link: [Redacted] **Copy To Clipboard**

Solicitation Type: IFB

Response Date: 2019/10/31 12:00

Response Date Time Zone: Eastern Standard Time (-5:00) [View Time Zone Map](#)

Set Aside Code: N/A

Primary Contact Name: [Redacted]

Secondary Contact Names: [Redacted]

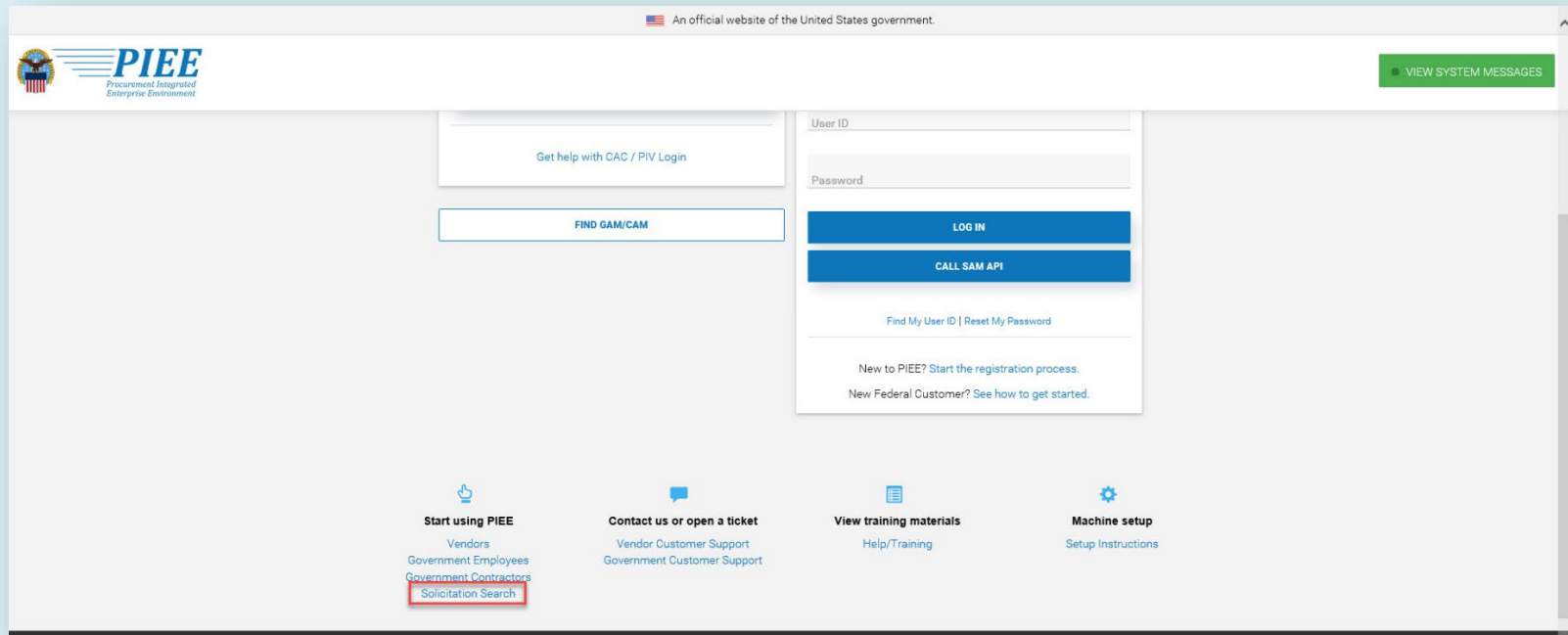
Description: test

Save Changes [Previous](#) [Home](#) [Help](#)

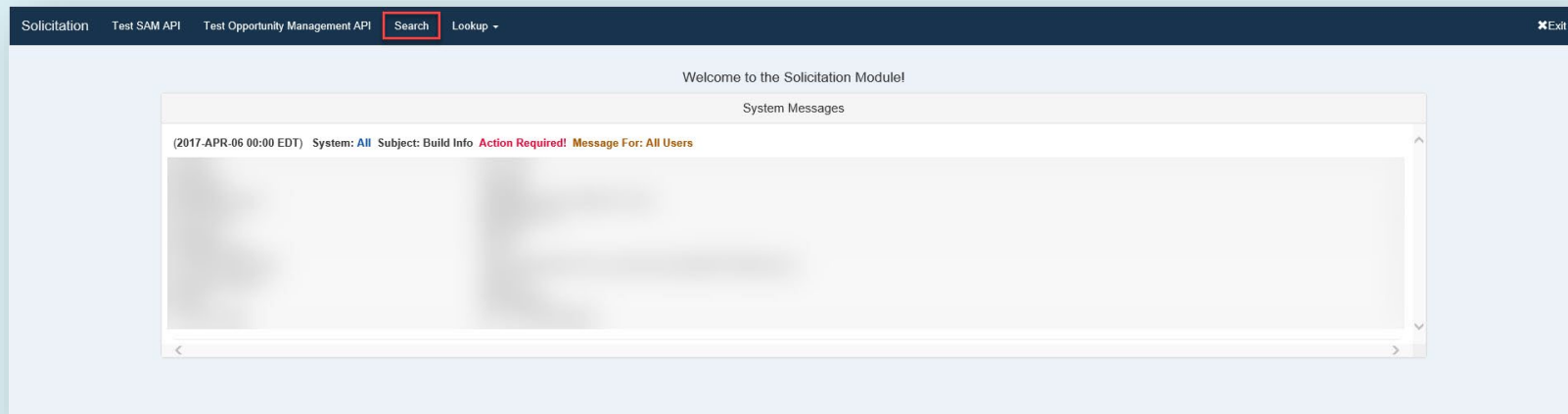
1. A URL to FBO is provided in the Public Posting Link field on an open draft solicitation. Select the **Copy To Clipboard** button to copy the URL.
2. Select the **Save Changes** button to save any changes made to the solicitation.

Public Solicitation Portal User

Solicitation Search



To search and view solicitations on the public solicitation portal, select the Solicitation Search link on the PEE portal page.



Select the **Search** button to search and view solicitations. Public users may view solicitations in draft and closed statuses. Restricted solicitations are not available on the public solicitation portal.

Recovery Act Yes No

Contract Information

Contracting Office DoDAAC: FA3030

Contracting Office Name: FA3030 17 CONS CC

Contracting Office Address: ADMINISTRATIVE ONLY NO REQUISITIONS 210 SCHERZ BLVD GOODFELLOW AFB TX 76908-4705 GOODFELLOW AFB TX 76908-4705 USA

Attachments

Name	Number	File/URL	Date	Document Type	Include in Response
	3	3.docx	2019-10-01	Attachment	No

[< Previous](#)
[Home](#)
[Download All Attachments](#)
[Help](#)

Public users have view-only access to solicitation documents but may view and download all attachments.

1. To view the attachment, select the attachment link in the File/URL column.
2. Select the **Download All Attachments** button to download all attachments on the solicitation.

When a Solicitation successfully posts to Contract Opportunities, the link to that original notice will be added to the Attachment section.

When an Amendment successfully posts to SAM, the link to that notice will be added to the Attachment section of that specific amendment.