Viewing Solicitations

Reference Guide

PIEE Portal　〉　Solicitation Application　〉　Solicitation Homepage
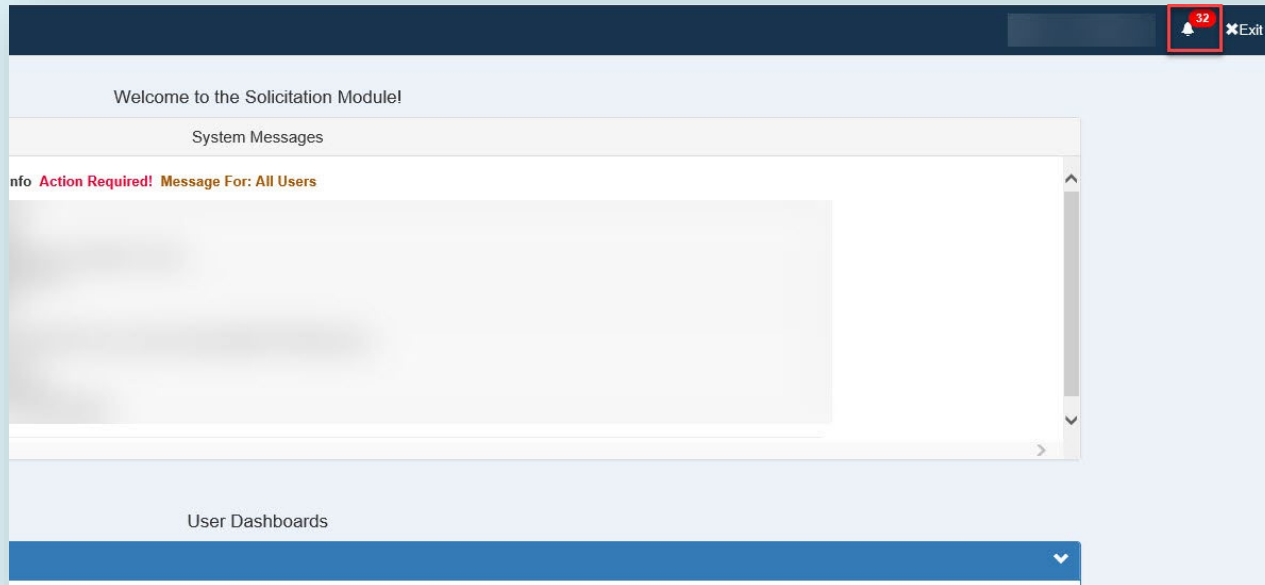
Contents

Solicitation Manager

Open Solicitations

Dashboard

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

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 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.

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

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.

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

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. 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.

The Restricted Attachment Access Request Review modal will display.

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

Save

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

Non-Final Solicitation

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

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

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

Incomplete Solicitations

Dashboard

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 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

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. The user is notified of any on-time or late offers submitted against the 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. 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

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

Non-Draft Solicitation

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.
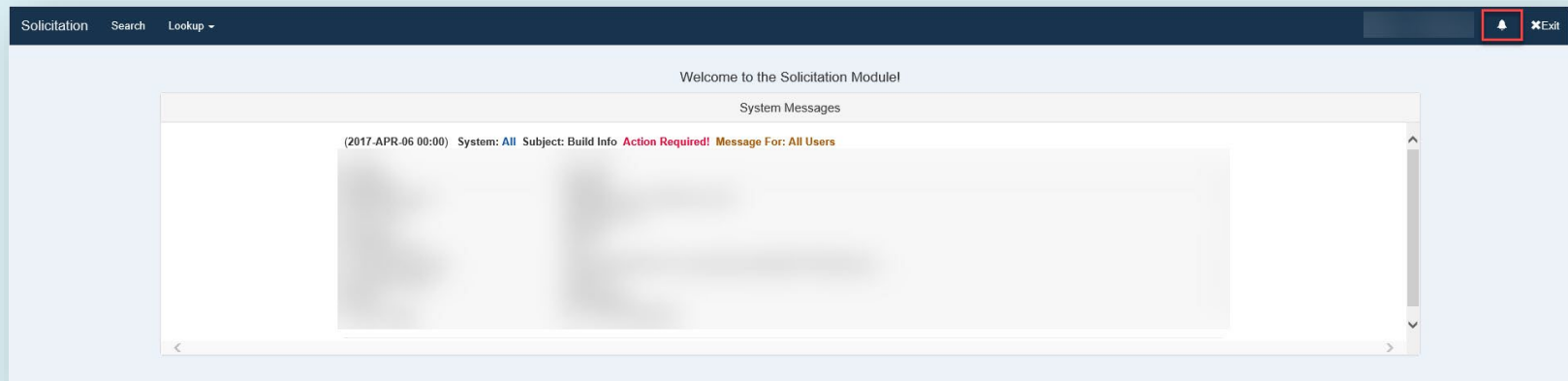2. Select the edit icon in the Action column to edit the attachment name.

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 ⊗ Cancel   2 ⬇ 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   ❶ Help

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

|	
Draft Solicitation

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

Draft Solicitations/Closed Solicitations

Solicitation Search
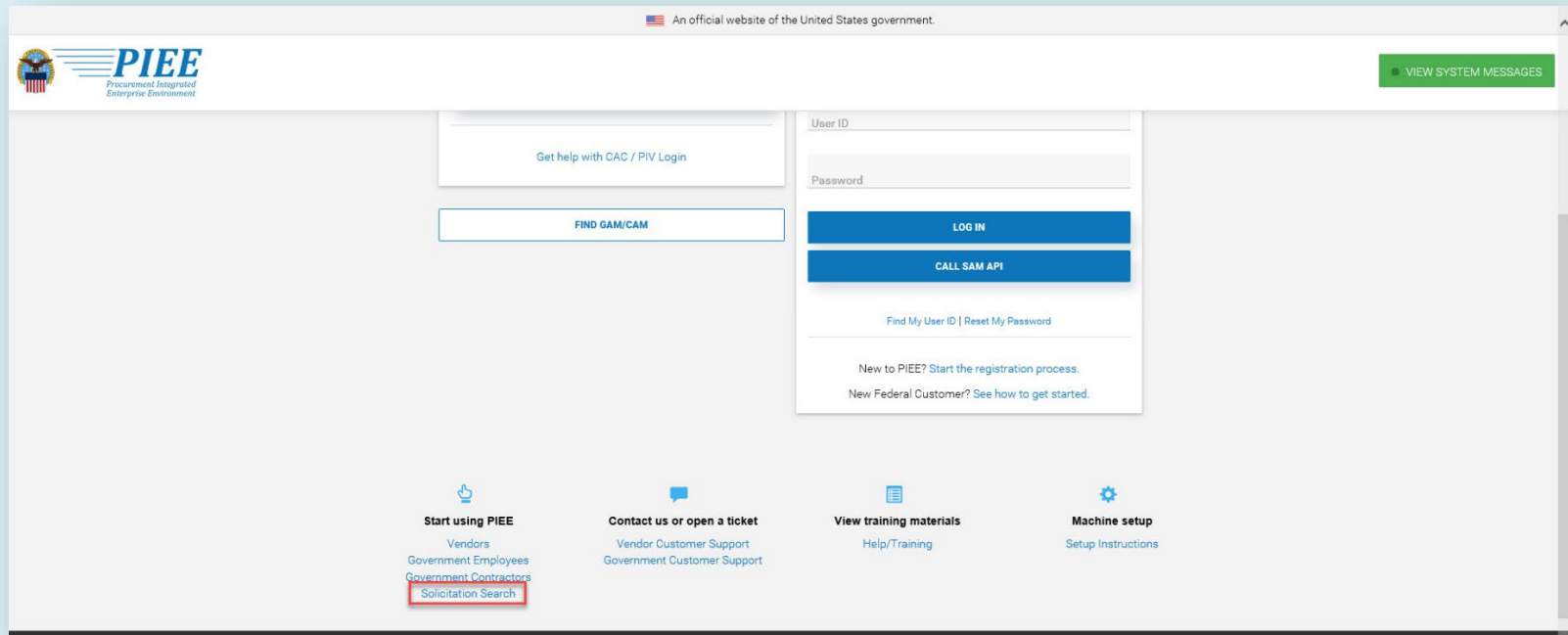
To search and view solicitations on the public solicitation portal, select the Solicitation Search link on the PIEE portal page.
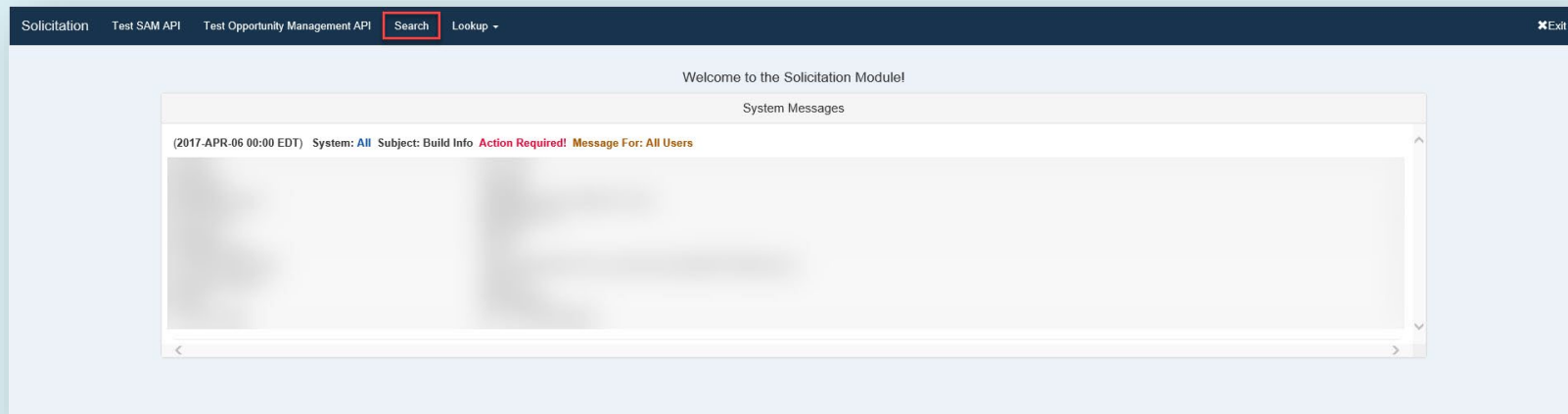
Select the **Search** button to search and view solicitations. Public users may view solicitations in draft and closed statuses. Restricted solicitations are not available on the public solicitation portal.

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.