Amending Solicitations

Reference Guide

Solicitation Homepage > Solicitation > Add Amendment

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Role Access

Solicitation roles with the capability to amend Solicitations:

- Solicitation Manager

Amend Solicitation

The Solicitation Manager may select a Solicitation from their dashboard or via the Search option in the navigation pane. Open the Solicitation to be amended.

Select the **Add Amendment** button at the bottom of the page. The user is navigated to the Post Amendment page. Any data that is not read-only may be edited.

Amendments

1. **Cancel Solicitation** – Check this box to cancel the Solicitation.
2. **Amendment Number** – Enter the Amendment number. This must be a four-digit number in which at least one value must be non-zero.
3. **Response Date** – This is the deadline for receipt of bids, proposals, or responses for the Solicitation. If the original response date is extended, enter the new deadline.
4. **Response Date Time Zone** – If changing the time zone, select a new time zone from the dropdown menu.

5. **Set Aside Code** – If updating the Set Aside Code, select a new value from the dropdown menu. If the Solicitation is not set aside, select N/A.

6. **Description** – Update the description of the Solicitation if necessary. This is not the Amendment-specific description, but the overall Solicitation description. This field must not exceed 2000 characters or contain the following characters: < > & " or '. See FAR Subpart 5.207(c) for the general format.

Amendment Details

1. **Subject** – Update the title of services, supplies, or project if necessary. This is not the Amendment-specific subject, but the overall Solicitation subject. Data entered in this field must not exceed 256 characters or contain the following characters: < > & " or '.

2. **Archive Date** – Update the desired archival date for the Solicitation if necessary. The date must not be in the past.

3. **Product or Service Code** – Select a different code if the amendment is changing the overall procurement need. To enter a value, use the Lookup button to locate the required entry. Entries may be searched using code or description. If the Solicitation is for multiple goods and/or services, select the entry best describing the overall acquisition.

4. **NAICS** – Select a different code if the amendment is changing the overall procurement need. To enter a value, use the Lookup button to locate the required entry. Entries may be searched using code or description. If the Solicitation is for multiple goods and/or services, select the entry best describing the overall acquisition.

5. **Place of Performance Zip Code** – Update the zip code of the Place of Performance if necessary.

6. **Place of Performance Address** – Update the Place of Performance Address if necessary. Data entered in this field must not exceed 2000 characters or contain the following characters: < > & " or '.

7. **Recovery Act** – Update the Recovery Act designation if necessary.

Restricted Access

This section will be available if the Amendment is being posted <u>after the Response Date has passed</u>, requiring the Solicitation Manager to indicate whether to restrict the Amendment. Per IAW FAR 15.206(c), Amendments issued after the established time and date for receipt of proposals shall be issued to all offerors that have not been eliminated from the competition.

If an Amendment is restricted, the following logic will apply:

- Amendments will be restricted to Offerors that have not been eliminated from competition.
- Amendments will not be posted to Contract Opportunities.
- Offerors that have been eliminated from competition cannot submit Offers.
- Restricted Amendments cannot post if no Offerors are selected.
- The status of the Solicitation for those that have access to a restricted Amendment will be 'Open'.
- The status of the Solicitation for those that do not have access to a restricted Amendment will be 'Closed'.
- The status displayed will be based on the CAGE code of the accepted Offeror (two users with the same CAGE code will see the Amendment the same way).

1. **Restricted Amendment** – Make a selection to indicate whether the Amendment will be restricted. If the Amendment is being restricted, enter the eliminated or non-eliminated CAGE codes in the **Eliminated Offerors** or **Not Eliminated Offerors** fields, respectively.

Contract Information

1. **Contracting Office DoDAAC** – If necessary, update the DoDAAC that represents the Issuing Office of the Solicitation. This list is populated from the DoDAACs in the Solicitation Manager's profile.
2. **Contracting Office Name** – This will be populated based on the DoDAAC selected in the previous field. These fields may be edited and must not contain the following characters: < > & " or '.
3. **Contracting Office Address** – This will be populated based on the DoDAAC selected in the previous field. These fields may be edited and must not contain the following characters: < > & " or '.

Offer Template

The Solicitation Manager may create a template consisting of volumes and attachment placeholders.

1. **Add Volume** – Select to add an Offer template.
2. **Volume Name** – Enter a name for the volume. Special characters are allowed, with the exception of: < > & " or '.
3. **Volume Comments** – Add any necessary comments.
4. **Attachment Placeholders** – To add a placeholder, enter data in the **Attachment Name**, **Mandatory**, and **Attachment Comments** fields. Special characters are permitted in the Attachment Comments field, with the exception of < > & " or '. Placeholders may be deleted using the delete icon in the Actions column.
5. Volumes may be deleted using the **Delete Volume** button.

Attachments

Add any revised or new attachments that should be available to the vendor community. Attachments added during creation of the Solicitation are still present. Attachments may be files or URLs; a Solicitation must only contain one attachment type.

- **Choose Files** – Select to locate and attach a file from the local directory. The combined total of all simultaneously uploaded files must not exceed 1.9 GB.
- **URL** – A URL may be added as an attachment. To add multiple URLs, use the Add Attachment URL button. URLs must include 'http://' or 'https://'.

Once the file or attachment URL has been added, the attachment will be displayed with user info, date and time stamp, CUI indicator, and restricted status. Attachments may be sorted, edited, or deleted using the icons in the Action column. (The Save button must be selected to confirm deletion of an attachment.)

Editing Attachments

To edit an attachment, select the **Edit** icon in the Action column. The Attachment Information modal will display with the following fields:

1. **Attachment Name**: The file name may be edited.
2. **Attachment Number**: Attachments may be assigned a numerical value up to four digits.
3. **Document Type**: Attachments may be assigned a type of Attachment or Solicitation.
4. **Include in Response**: Attachments may be included or excluded by selecting Yes or No, respectively.
5. **Restricted Access**: Access to attachments may be restricted by CAGE Codes by selecting the **Add CAGE Code** link and entering the applicable codes one at a time. To remove a CAGE from the list, select the **Delete** button in the Action column next to the CAGE to be removed.

Controlled Unclassified Information (CUI)

*Note: The following applies to Government users only.

The presence of CUI in attachment files will be systematically detected and indicated in the Has CUI column upon upload. Prior to saving or posting the Solicitation, all attachments with CUI must be CAGE restricted and the checkbox within the Attachments section must be selected to confirm that no files contain classified information or unrestricted CUI.

☐ I confirm that the files in this upload do NOT contain classified or unrestricted Controlled Unclassified Information (CUI). By checking this box, I am confirming that the files do not contain these types of data and I am aware my organization will be held accountable for non-complaint data sent through the system.

Save/Post Amendment

Save Amendment – An Amendment may be saved at any time prior to completion/posting by selecting the **Save Amendment** button at the bottom of the Post Amendment page.

Post Amendment – When data entry for the Amendment is completed, select the **Post Amendment** button at the bottom of the Post Amendment page. This will initiate the FBO integration to post the Amendment to FBO and make the Amended Solicitation available on the portal for vendor offers.