

Reviewing A Late Proposal – Solicitation Manager

Training Document

Homepage


Solicitation

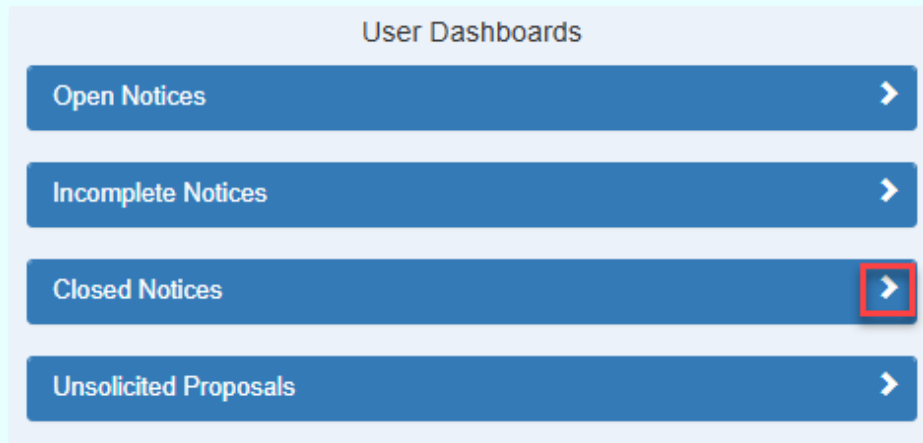
Solicitation Homepage

User Dashboards

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Roles	<p>The role required to Review a Late Proposal (Offer) submitted by a Proposal Manager in the Solicitation module:</p> <ul style="list-style-type: none">• Solicitation Manager
User Navigation	<p>This guide provides an overview of how a Solicitation Manager user reviews a Late Proposal (Offer) in the Solicitation module for Solicitations with a Response Date in the past.</p> <p>Log in to PIEE as a Solicitation Manager user to access the Solicitation application.</p> <p>There are two ways to locate a Closed notice:</p> <ul style="list-style-type: none">• Notice Search Criteria• Closed Notices User Dashboard  The image shows a square icon for the Solicitation module. It has a dark blue background. In the center is a white rounded square containing a blue circular graphic with the word "Solicitation" in a stylized font. Below the white square, the word "Solicitation" is written in white text on the dark blue background.
Closed Notices User Dashboard	<p>This section details the process of locating a Closed notice through the Closed Notices User Dashboard.</p> <p>The Closed Notices dashboard displays all notices with past response dates where the user is listed as a Primary or Secondary Solicitation Manager. Click the arrow to expand the Closed Notices dashboard.</p>



Notices can be filtered by entering data or using the drop-down menu of the corresponding header. Control the number of entries displayed on the table by selecting an option on the **Show # entries** drop-down menu.

Closed Notices Headers:

- Notice ID (*hyperlink*)
- PIEE Posted Date
- Response Date
- Description
- Restricted
- Notice Type
- PSC
- NAICS
- Set Aside
- Number of Offers

Closed Notices Filter Fields:

- Show # entries (*options: 10 / 20 / 40 / 60 / 80 / 100*)
- Notice ID
- 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 (*must be numeric characters*)
- NAICS (*must be numeric characters*)
- Set Aside
- Number of Offers

Closed Notices ▼										
Show <input type="text" value="10"/> entries										
	Notice ID	PIEE Posted Date	Response Date	Description	Restricted	Notice Type	PSC	NAICS	Set Aside	Number of Offers
	<input type="text" value="Filter"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="Filter"/>	<input type="text" value="▼"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
+	S0512A24R1018	2025/04/25	2025/04/25 11:55 -05:00		Y	Solicitation			N/A	1

Click the **Notice ID** hyperlink in the Notice ID column to view the existing notice.

Offeror Information

Click the **(+)** icon beside the Notice ID hyperlink to expand and display the Offeror information. If an offer has been made against an existing notice, the **Offeror's CAGE Code**, **Submission Date**, and **Proposal Manager** are shown.

Closed Notices ▼										
Show <input type="text" value="10"/> entries										
	Notice ID	PIEE Posted Date	Response Date	Description	Restricted	Notice Type	PSC	NAICS	Set Aside	Number of Offers
	<input type="text" value="Filter"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="Filter"/>	<input type="text" value="▼"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
+	S0512A24R1050	2025/01/27	2025/01/28 10:40 -05:00		Y	Solicitation			N/A	1

Showing 1 to 2 of 2 entries

Previous **1** Next

Closed Notices

Show 10 entries

	Notice ID	PIEE Posted Date	Response Date	Description	Restricted	Notice Type	PSC	NAICS	Set Aside	Number of Offers
	<input type="text" value="Filter"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="Filter"/>	<input type="button" value="v"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
-	S0512A24R1018	2025/04/25	2025/04/25 11:55 -05:00		Y	Solicitation			N/A	1
Offeror: 06481 - NORTHROP GRUMMAN SYSTEMS CORPORATION Submitted Date: 2025/05/13 15:54 Proposal Manager: <div></div>										

This section details the process of locating a Closed notice through the **Notice Search Criteria**.

To locate the closed notice, click **Search** in the navigation bar. The Notice Search Criteria displays.



Enter known data of the existing notice 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*)
- NAICS (*must be valid codes in database*)
- 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*)
- 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	<input type="text"/>		
Notice Type	--- Please Select ---		
Open Date	Start:	<input type="text"/>	End: <input type="text"/>
Response Due Date	Start:	<input type="text"/>	End: <input type="text"/>
Subject	Starts With	<input type="text"/>	
Description	Starts With	<input type="text"/>	
Product or Service Code	<input type="text"/>		<button>Lookup</button>
NAICS	<input type="text"/>		<button>Lookup</button>
Set Aside Code	--- Please Select ---		
Place of Performance Zip Code	<input type="text"/>		
Contracting Office DoDAAC	<input type="text"/>		
Status	--- Please Select ---		

<button> Search</button>	<button> Reset</button>	<button> Help</button>
---	--	---

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: 'Product or Service Code' and 'NAICS' codes are populated in field once selected from **Lookup** pop-up.*

Product or Service Code Lookup Pop-Up:

To search for the Product or Service Code, click the **Lookup** button. A pop-up displays.

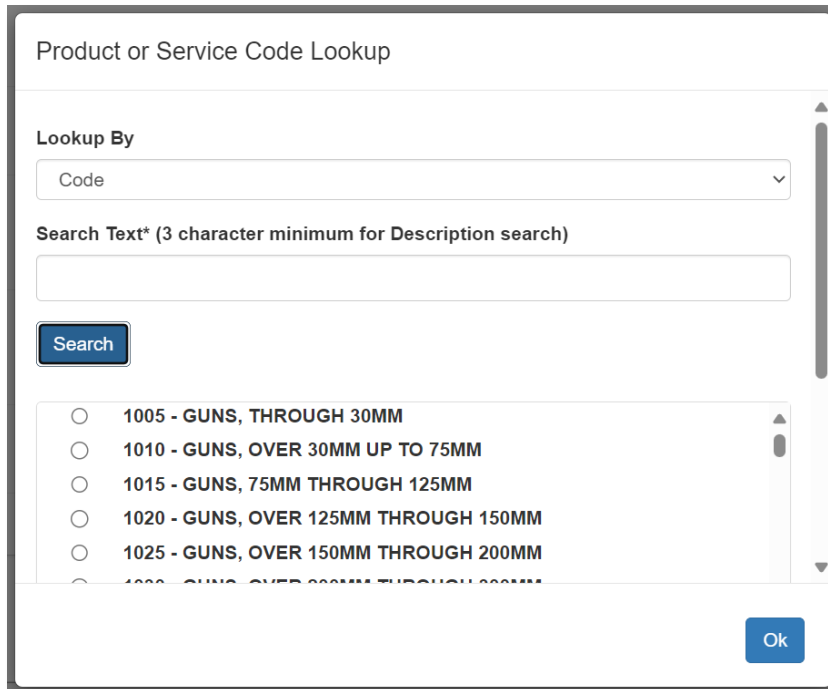
Enter required fields and click the **Search** button. The results for **Product or Service Code** appear at the bottom of the pop-up. Select a code and click **OK**.

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"*)

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*)



The screenshot shows a pop-up window titled "Product or Service Code Lookup". It contains a "Lookup By" dropdown menu with "Code" selected. Below it is a "Search Text*" input field with a note "(3 character minimum for Description search)". A blue "Search" button is positioned below the input field. At the bottom of the pop-up, there is a list of radio button options for product codes: "1005 - GUNS, THROUGH 30MM", "1010 - GUNS, OVER 30MM UP TO 75MM", "1015 - GUNS, 75MM THROUGH 125MM", "1020 - GUNS, OVER 125MM THROUGH 150MM", "1025 - GUNS, OVER 150MM THROUGH 200MM", and "1030 - GUNS, OVER 200MM THROUGH 250MM". A blue "Ok" button is located at the bottom right of the pop-up.

NOTE: Select the entry best describing the overall acquisition for notices with multiple goods or services.

NAICS Lookup Pop-Up:

To search for the NAICS, click the **Lookup** button. A pop-up displays.

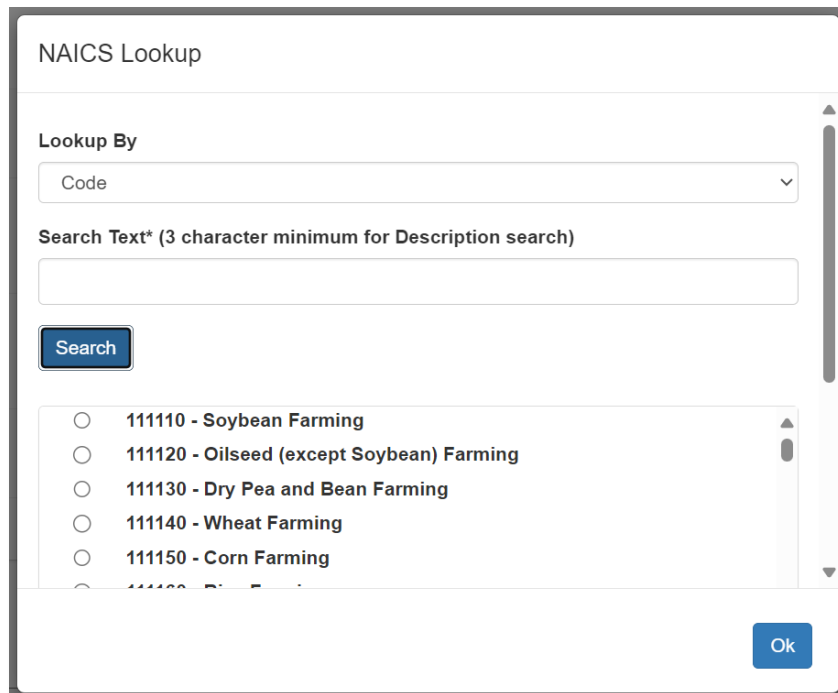
Enter required fields and click the **Search** button. The results for **NAICS** appear at the bottom of the pop-up. Select a code and click **Ok**.

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"*)

Pop-Up Buttons:

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



The image shows a screenshot of the 'NAICS Lookup' pop-up window. It has a title bar 'NAICS Lookup'. Inside, there is a 'Lookup By' section with a dropdown menu currently set to 'Code'. Below this is a 'Search Text*' input field with a placeholder '(3 character minimum for Description search)'. A blue 'Search' button is positioned below the input field. At the bottom of the window, there is a list of NAICS codes with radio buttons next to them: '111110 - Soybean Farming', '111120 - Oilseed (except Soybean) Farming', '111130 - Dry Pea and Bean Farming', '111140 - Wheat Farming', and '111150 - Corn Farming'. An 'Ok' button is located in the bottom right corner of the pop-up.

NOTE: Select the entry best describing the overall acquisition for notices with multiple goods or services.

Search Results appear on a new screen. Select the **Notice ID** hyperlink to view the existing notice.

Notice ID

TEST04232025

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
- PIEE 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:

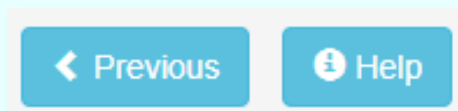
- Previous (*to navigate back to Create Notice screen*)
- Help (*displays help information*)

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:

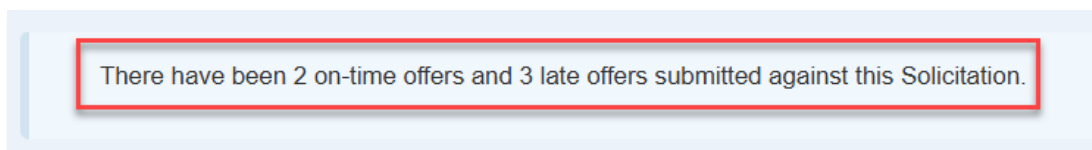


NOTE: Click the arrows next to the headers to sort in ascending/ descending order.

NOTE: 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.

Late Offer

After the response date has passed, the Solicitation Managers and Evaluation Committee associated with the notice may view all late offers submitted against the solicitation. A message is displayed at the top of the screen indicating the **number of offers submitted on-time** and the **number of offers submitted past the solicitation's response date**.



Click the **Late Offer** tab. The Late Offer page opens displaying all late offers submitted. Click the **arrow** adjacent to the late offer to view the **Late Offer Details**. Offer attachments are not displayed.

W912HN24R8117

[Notice](#)
[Offer](#)
[Late Offer](#)
[Evaluation Committee](#)

1

Source Selection Information - See FAR 2.101 and 3.104

Offeror CAGE	Offeror UEI	Offeror Name	Offer Date	Proposal Manager Name	Proposal Manager Email Address
06481	GWFBQY413N79	NORTHROP GRUMMAN SYSTEMS CORPORATION	2025-02-24 05:13:56 PM Eastern Daylight Time		

2

>

To consider the Late Offer for award, click the **Consider Late Offer** button. Refer to the [Consider Late Offer](#) section of this training for more information.

To reject the Late Offer and exclude it from award consideration, click the **Reject Late Offer** button. Refer to the [Reject Late Offer](#) section of this training for more information.

Late Offer Details

☐ Alternate Offer

Offer Identifier: 030625-06481

Date and Time Submitted: 2025-03-06 05:07:32 PM Eastern Daylight Time [Equivalent time in UTC](#)

Proposal Manager Phone Number: 9996665555

[Consider Late Offer](#)
[Reject Late Offer](#)

Late Offer Headers:

- Offeror Cage

- Offeror UEI
- Offeror Name
- Offer Date (*format: YYYY/MM/DD HH:MM:SS Time Zone*)
- Proposal Manager Name
- Proposal Manager Email Address

Late Offer Details Fields:

- Alternate Offer (*not available for selection; Proposal Managers only*)
- Offer Identifier (*read-only*)
- Date and Time Submitted (*read-only*)
- Proposal Manager Phone Number (*read-only*)

Buttons:

- Late Offer tab (*leads to late offer details*)
- Arrow Button (*to view offer details*)
- Consider Late Offer (*to accept late offer*)
- Reject Late Offer (*decline late offer*)

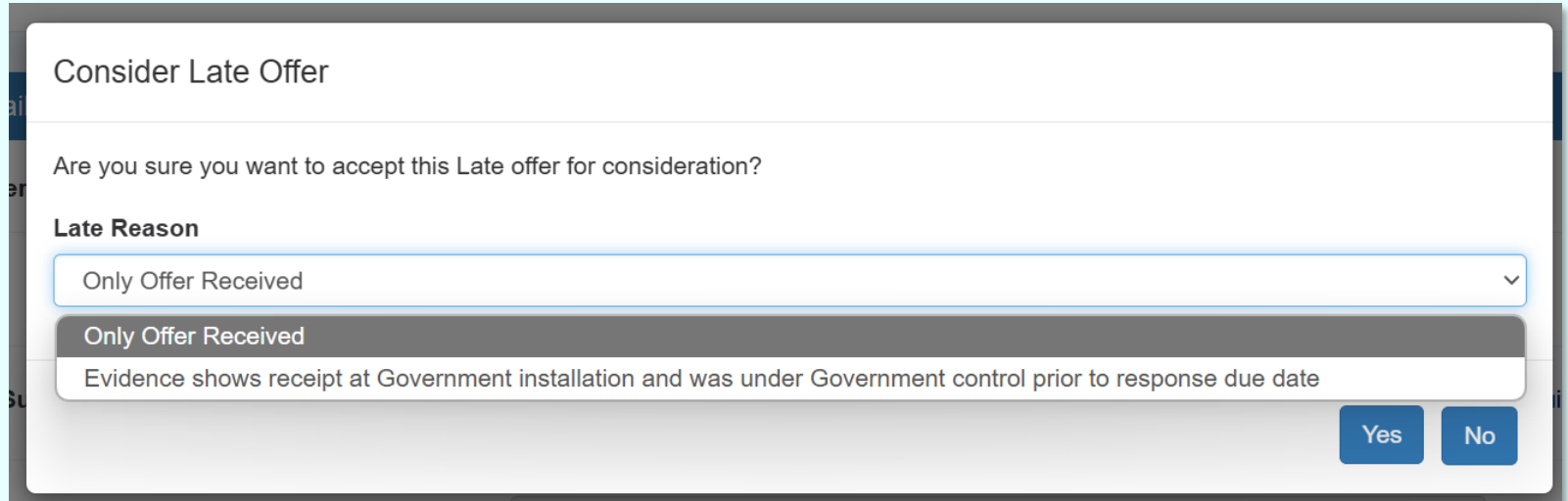
Consider Late Offer

Select the **Consider Late Offer** button to consider the offer for award. A pop-up displays.

A pop-up displays asking: “Are you sure you want to accept this late offer for consideration?” Select one of the following two **Late Reasons** in the drop-down menu:

- Only Offer Received
- Evidence shows receipt at Government installation and was under Government control prior to response due date

Click **Yes** to accept late offer.



The screenshot shows a modal dialog titled "Consider Late Offer". It contains the question "Are you sure you want to accept this Late offer for consideration?". Below this is a section labeled "Late Reason" with a dropdown menu. The dropdown is open, showing two options: "Only Offer Received" and "Evidence shows receipt at Government installation and was under Government control prior to response due date". At the bottom right of the dialog are two buttons: "Yes" and "No".

Successfully accepting the late offer displays a confirmation message stating: "It was determined that the late offer could be considered for award and is now accessible from the Offer tab" and the **Late Reason** chosen.

It was determined that the late offer could be considered for award and is now accessible from the Offer tab. Reason: Only Offer Received.

Upon consideration of the late offer, the offer and its attachments are available on the **Offer** tab.

Consider Late Offer Pop-up Field:

- Late Reason (*drop-down*)
 - Only Offer Received
 - Evidence shows receipt at Government installation and was under Government control prior to response due date

Late Offer Details Buttons:

- Consider Late Offer (*to accept late offer*)
- Reject Late Offer (*decline late offer*)

Consider Late Offer Buttons:

- Yes (*to accept late offer*)
- No (*to disregard changes and close pop-up*)

Reject Late Offer

Select **Reject Late Offer** to reject the offer.

Late Offer Details

☐ Alternate Offer

Offer Identifier

030625-06481

Date and Time Submitted

2025-03-06 05:07:32 PM Eastern Daylight Time

Equivalent time in UTC

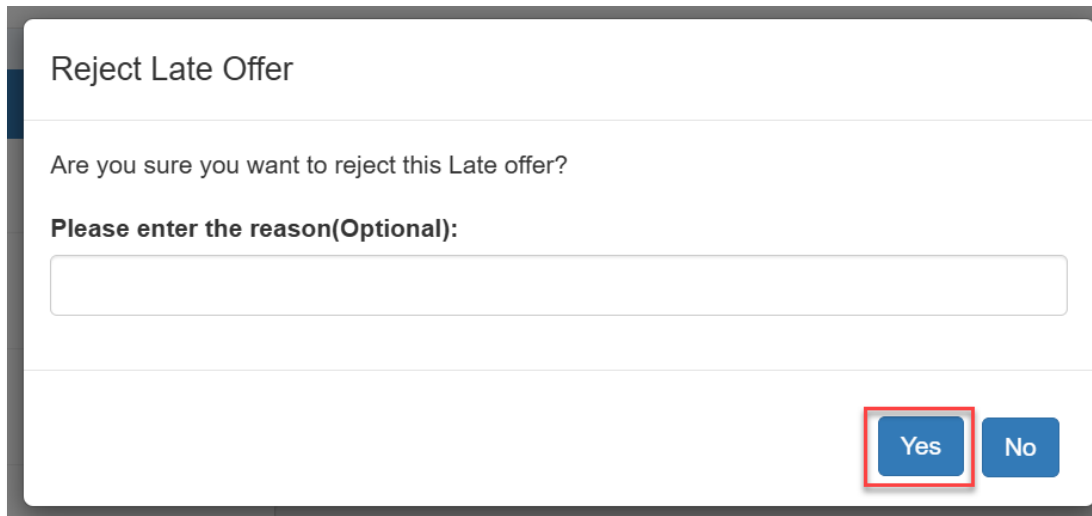
Proposal Manager Phone Number

9996665555

Consider Late Offer

Reject Late Offer

A pop-up displays asking: “Are you sure you want to reject this Late offer?” An editable field is available to state the reason for rejection. Click **Yes** to reject the late offer.

A dialog box titled "Reject Late Offer". It contains the question "Are you sure you want to reject this Late offer?". Below this is a label "Please enter the reason(Optional):" followed by a text input field. At the bottom right, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular border.

Reject Late Offer

Are you sure you want to reject this Late offer?

Please enter the reason(Optional):

Yes No

Successfully rejecting the late offer displays a confirmation message stating: "It was determined the late offer will not be considered for award." and the reason entered in the optional field.

It was determined the late offer will not be considered for award. Reason: Received significantly after the submission deadline.

To download attachments included with the offer, click the **document's hyperlink** displayed in the **File** column or the **Download All Attachments** button.

If a Late Offer is rejected before a related Award notice is posted, the attachments on the Late Offer are not visible until the Award notice is posted. For more information on **creating a related Award Notice**, refer to the [Create Related Notice](#) training; located on the **WBT > Solicitation > Create New Notices/Posting Updates > Create Related Notice**.

Previously rejected offers can be reconsidered by selecting the **Consider Late Offer** button.

Reject Late Offer Pop-Up Field:

- Reason (*field is editable*)

Late Offer Details Buttons:

- Consider Late Offer (*to accept late offer*)
- Reject Late Offer (*decline late offer*)
- Validate Offer Signature (*to verify signature*)
- Download All Attachments (*to bulk download attachments*)

Reject Late Offer Pop-Up Buttons:

- Yes (*to reject late offer*)
- No (*to disregard changes and close pop-up*)

Late Offer Details

☐ Alternate Offer

Offer Identifier

002-06481

Date and Time Submitted

2025-06-30 12:21:35 PM Eastern Standard Time

Equivalent time in UTC

Proposal Manager Phone Number

9996665555

☒ Solicitation S0512A24R1018 has updates that require your acknowledgment. To be considered for award you must acknowledge each update and submit (or resubmit) your response to ensure your response complies with the changes. By checking this box you acknowledge that you have read the terms and conditions of each update.

It was determined the late offer will not be considered for award. Reason: Received significantly after the submission deadline.

Consider Late Offer

Attachments

Name	File	Date
Northern_Late_Offers	Northern_Late_Offers.txt	2025/06/30
Late_Offers	Late_Offers.txt	2025/06/30
Offer Submission Confirmation	OfferSubmissionConfirmation_20250630172135.pdf	2025-06-30

Signature Date*

2025/06/30

Signed By:

Validate Offer Signature

Download All Attachments