

Solicitation Manager Functions

Training Document

Homepage

Solicitation

Solicitation Homepage

User Dashboards

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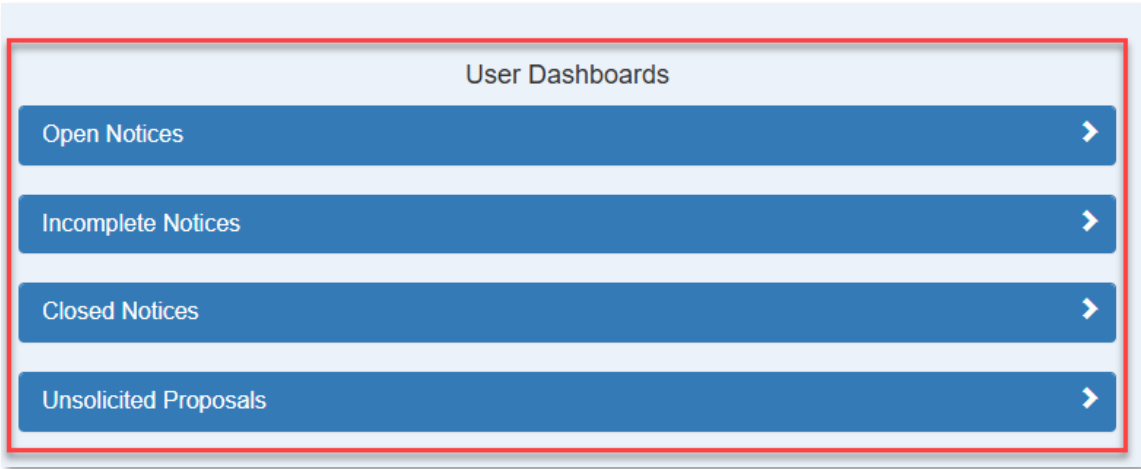
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Roles	<p>Solicitation Roles with the capability to view User Dashboards:</p> <ul style="list-style-type: none">• Solicitation Manager
User Navigation	<p>Log in to PIEE as a Solicitation Manager user to access the Solicitation Application. User Dashboards are located on the Solicitation Module Homepage. Select the arrow icon to expand a Dashboard.</p> <div></div> <div></div>
Open Notices	<p>The Open Notices dashboard displays all notices in open status that the user is listed as a Primary or Secondary Contact. Click the arrow to expand the Open Notices dashboard.</p> <p>Notices can be filtered by entering data or using the drop-down menu of the corresponding header. The user can control the number of entries displayed on the table by selecting an option on the Show # entries drop-down menu or by entering a number in the Closing within # days field.</p>

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
- Notice Type
- PSC
- NAICS
- Set Aside

Open Notices Filter Fields:

- Show # entries (*options: 10 / 20 / 40 / 60 / 80 / 100*)
- Closing within # days (*field is editable; must be numeric characters*)
- Notice ID (*field is editable*)
- PIEE Posted Date (*format: YYYY-MM-DD*)
- Response Date (*format: YYYY-MM-DD HH:MM Time Zone*)
- Description (*field is editable*)
- Restricted (*options: Y / N*)
- Notice Type (*field is editable*)
- PSC (*field is editable; must be numeric characters*)
- NAICS (*field is editable; must be numeric characters*)
- Set Aside (*field is editable*)

Open Notices

Closing within days

Show

10

 entries

Notice ID	PIEE Posted Date	Response Date	Description	Restricted	Notice Type	PSC	NAICS	Set Aside
<input type="text" value="Filter"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="Filter"/>	<div></div>	<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

Showing 1 to 1 of 1 entries

Previous

1

Next

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

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

Incomplete Notices

The **Incomplete Notices** dashboard displays all saved notices for future editing and posting where the user is listed as a Primary or Secondary Contact. Click the arrow to expand the Incomplete Notices dashboard.

Notices can be filtered by entering data or using the drop-down menu of the corresponding header. The user can control the number of entries displayed on the table by selecting an option on the **Show # entries** drop-down menu or by entering a number in the **Saved within # days** field.

Incomplete Notices Headers:

- Notice ID (*hyperlink*)
- Response Date (*format: YYYY-MM-DD HH:MM Time Zone*)
- Description
- Restricted
- Notice Type
- PSC
- NAICS
- Set Aside

Incomplete Notices Filter Fields:

- Show # entries (*options: 10 / 20 / 40 / 60 / 80 / 100*)
- Saved within # days (*field is editable; must be numeric characters*)
- Notice ID (*field is editable*)
- Response Date (*format: YYYY-MM-DD*)
- Description (*field is editable*)
- Restricted (*options: Y / N*)
- Notice Type (*field is editable*)
- PSC (*field is editable; must be numeric characters*)
- NAICS (*field is editable; must be numeric characters*)
- Set Aside (*field is editable*)

Incomplete Notices

▼

Saved within

days

Show

10

▼

entries

Notice ID	Response Date	Description	Restricted	Notice Type	PSC	NAICS	Set Aside
Filter	YYYY-MM-DD	Filter	▼	Filter	Filter	Filter	Filter
W912HN24B8171			N	Presolicitation			N/A

Showing 1 to 1 of 1 entries

Previous

1

Next

NOTE: Saved Notices are not posted to PIEE or Contract Opportunities/SAM.gov.

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

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

Closed Notices

The **Closed Notices** dashboard displays all notices with past response dates where the user is listed as a Primary or Secondary Contact. Click the arrow to expand the Closed Notices dashboard.

Notices can be filtered by entering data or using the drop-down menu of the corresponding header. The user can 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 (field is editable)
- PIEE Posted Date (*field is editable; format: YYYY-MM-DD*)
- Response Date (*field is editable; format: YYYY-MM-DD HH:MM Time Zone*)
- Description (*field is editable*)
- Restricted (*options: Y / N*)
- Notice Type (*field is editable*)
- PSC (*field is editable; must be numeric characters*)
- NAICS (*field is editable; must be numeric characters*)
- Set Aside (*field is editable*)
- Number of Offers (*field is editable*)

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="text" 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"/>
+	S0512A24R1060	2025/03/28	2025/03/29 16:15 -06:00		Y	Solicitation			N/A	1
+	S0512A24R1061	2025/02/18	2025/02/19 09:40 -05:00		N	Sources Sought			N/A	0

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 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="Y"/>	<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"/>
<div>+</div>	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

Show10entries

	Notice ID	PIEE Posted Date	Response Date	Description	Restricted	Notice Type	PSC	NAICS	Set Aside	Number of Offers
	<div>Filter</div>	<div>YYYY-MM-DD</div>	<div>YYYY-MM-DD</div>	<div>Filter</div>	<div></div>	<div>Filter</div>	<div>Filter</div>	<div>Filter</div>	<div>Filter</div>	<div>Filter</div>
-	S0512A24R1050	2025/01/27	2025/01/28 10:40 -05:00		Y	Solicitation			N/A	1
<div><div>Offeror:</div><div>Submitted Date:</div><div>Proposal Manager:</div></div>										
+	W912HN24B8170	2025/01/21	2025/01/22 15:30 -04:00		N	Special Notice			N/A	0

Showing 1 to 2 of 2 entries

Previous

1

Next

On-Time Offers

The Solicitation Manager receives an email notification if an offer was submitted against their notice. Locate the notice in the User Dashboard or by using **Search** at the top of the screen. Click the **Notice ID** hyperlink to view the notice with the offer.

Click the **Offer** tab. The user is brought to the Offer screen. A system message at the top of the screen is informing the user of the number of offers submitted against the notice.

An information summary of the offer is displayed in a table. Click the **arrow** button to expand the offer details.

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

Buttons:

- Arrow Button (*to view offer details*)

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

S0512A24R1050:

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

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
			2025-01-27 10:47:37 AM Eastern Standard Time		

2

3

Source Selection Information - See FAR 2.101 and 3.104

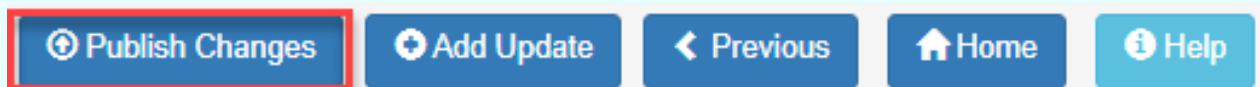
NOTE: If the notice has been updated, then access to the Offer tab is available on the latest update of the notice.

Offer Details

Select **Proposal Within Competitive Range** checkbox to consider the offer for evaluation.

Offer Details	
<input type="checkbox"/> Alternate Offer	
Offer Identifier	<input type="text" value=""/>
Date and Time Submitted	<input type="text" value="2025-01-27 10:47:37 AM Eastern Standard Time"/> Equivalent time in UTC
Proposal Manager Phone Number	<input type="text" value="9996665555"/>
Proposal Within Competitive Range	<input type="checkbox"/>

Click **Publish Changes**. A notification email is sent to the Proposal Manager that submitted the offer.



Indicating an offer is within the competitive range makes the offer editable for the vendor so they can post a revised offer based on the discussions. Any offer not marked as within the competitive range is not be editable, thus preventing the vendor from submitting a revised offer. For more information on **Final Proposal Revisions**, refer to the [Initiating Final Proposal Revisions](#) training; located on the **WBT > Solicitation > Proposals (Offers) > Initiating Final Proposal Revision**.


Successfully publishing changes displays a message stating: *"The Notice and Offers have been updated."*




Offer Details Fields:

- Alternate Offer (*not available for selection*)
- Offer Identifier (*read-only*)

	<ul style="list-style-type: none"> • Date and Time Submitted (<i>format: YYYY-MM-DD HH:MM:SS Time Zone; read-only</i>) • Proposal Manager Phone Number (<i>read-only</i>) • Proposal within Competitive Range (<i>checkbox</i>) <p><i>Buttons:</i></p> <ul style="list-style-type: none"> • Proposal within Competitive Range (<i>checkbox</i>) • Publish Changes (<i>to publish changes made to offer</i>) • Add Update (<i>to update notice</i>) • Previous (<i>leads back to previous page</i>) • Home (<i>leads to Solicitation home page</i>) • Save as PDF (<i>to download opened notice to local machine</i>) • Help <p><i>NOTE: Alternate Offer checkbox is not available for selection for Solicitation Managers; it is only accessible for the Proposal Manager role.</i></p>
<p>Attachments</p>	<p>To download attachments included with the Offer, click the document's hyperlink in the File column or the Download All Attachments button at the bottom of the page.</p> <p><i>Attachment Headers:</i></p> <ul style="list-style-type: none"> • Name • File (<i>hyperlink</i>) • Date (<i>format: YYYY-MM-DD</i>) • Mark File Unreadable • Action <p><i>Action Buttons:</i></p> <ul style="list-style-type: none"> • Evaluation Committee (<i>hyperlink; navigates to User with Access screen</i>) <p><i>Buttons:</i></p> <ul style="list-style-type: none"> • File (<i>hyperlink; downloads listed attachment</i>) • Mark File Unreadable Icon (<i>navigates to Send Email to Vendor POC for Unreadable File pop-up</i>) • Download All Attachments (<i>downloads all notice's attachments to which the user has been given access</i>)

Attachments				
Name	File	Date	Mark File Unreadable	Action
BulkTest__1_	BulkTest__1_.txt	2025/01/28		Evaluation Committee
Offer Submission Confirmation	OfferSubmissionConfirmation_20250128172205.pdf	2025-01-28		Evaluation Committee

 Download All Attachments

Send Email to Vendor POC for Unreadable File Pop-up:

If all or a portion of a file is unreadable and needs to be resubmitted by the Offeror, select the icon in the **Mark File Unreadable** column. A pop-up displays.

Attachments			
Name	File	Date	Mark File Unreadable
BulkTest__1_	BulkTest__1_.txt	2025/01/28	

The Vendor's information is pre-populated into the fields. The user can edit details and instructions in the mandatory fields. Click **Send Email**.

Send Email to Vendor POC for Unreadable File:

Vendor Name:

Vendor POC First and Last Name *

Donald Duck

Vendor POC Email *

DonaldDuck@mail.com

Section of Proposal that is Unreadable *

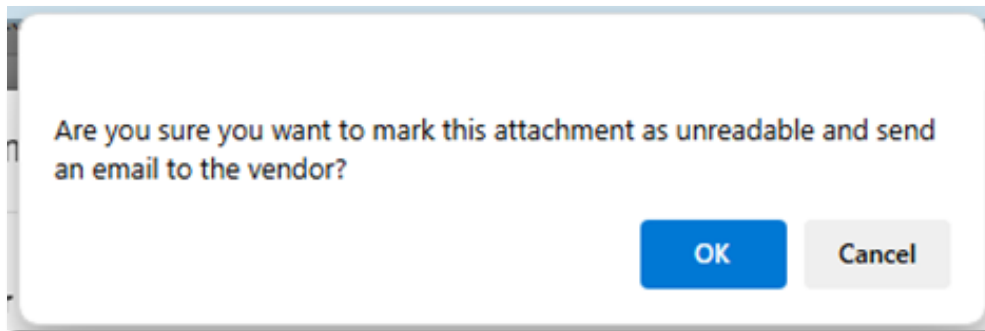
File__1_.txt

Instructions for Resubmit *

Cancel

Send Email

A pop-up displays asking “Are you sure you want to mark this attachment as unreadable and send an email to the vendor?” Click **OK** to send the Vendor an email notification for resubmission.



The document now has a status of **Email Sent** displayed in the **Mark File Unreadable** column.

Date	Mark File Unreadable
2025/01/27	 Email Sent

Send Email to Vendor POC for Unreadable File Pop-up Fields:

- Vendor Name (*auto-populated from Offeror's CAGE code; not editable*)
- Vendor POC First and Last Name * (*pre-populated; field is editable*)
- Vendor POC Email * (*pre-populated; field is editable*)
- Section of Proposal that is Unreadable * (*pre-populated; field is editable*)
- Instructions for Resubmit * (*field is editable*)

Send Email to Vendor POC for Unreadable File Pop-up Buttons:

- Send Email (*displays confirmation message*)
- Cancel (*to disregard changes and close pop-up*)


Confirmation Pop-Up Buttons:

- OK (*sends email notification to Vendor*)
- Cancel (*to disregard changes and close pop-up*)

Assigning Evaluation

To assign Evaluation Committee Members to a specific offer attachment, click the **Evaluation Committee** hyperlink adjacent to the file in the Action Column. The user is directed to a screen displaying the attachments information.

Committee Members

Attachments				
Name	File	Date	Mark File Unreadable	Action
BulkTest__1_	BulkTest__1_.txt	2025/01/28		Evaluation Committee
Offer Submission Confirmation	OfferSubmissionConfirmation_20250128172205.pdf	2025-01-28		Evaluation Committee

Click the **Select Evaluation Committee Member** button to assign a user to the attachment.

Attachment Name	dummy__1_
Attachment File	dummy__1_.txt
User with Access	
	Select Evaluation Committee Member

A pop-up displays. Select the **checkbox** adjacent to the Evaluation Committee Members you have previously assigned to the notice. Click **Ok**. The members are now added to the attachment and listed under the User with Access section.

Solicitation Manager Contact Names Lookup

Evaluation Committee Member

1 Select

2 Ok

Click the **Save** button at the bottom of the screen to save Evaluation Committee Member selections on the specified attachment. The user is led to the Offer Details screen.

[illegible]

Click **Publish Changes** to save all Evaluation Committee members selected for offer attachments.

S0512A24R1084

Notice

Offer

Late Offer

Evaluation Committee

There are late offers for Solicitation S0512A24R1084. Please refer to the late offer tab.

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
			2025-03-11 06:38:08 PM Eastern Daylight Time		

Offer Details

☐ Alternate Offer

Offer Identifier

031125-06481

Date and Time Submitted

2025-03-11 06:38:08 PM Eastern Daylight Time

Equivalent time in UTC

Proposal Manager Phone Number

9996665555

Publish Changes

Add Update

Previous

Home

Save as PDF

Help

Successfully adding Evaluation Committee Members displays a message at the top of the screen stating: “*The Notice and Offers have been updated.*”

- The Notice and Offers have been updated.

Removing An Evaluation Committee Member:

To remove an Evaluation Committee Member from the attachment, click the **red (x) icon** adjacent to that member.

Attachment Name	dummy__1_
Attachment File	dummy__1_.txt
User with Access	
There are no Evaluation Committee Members available to add. Please return to the previous screen and click the Evaluation Committee tab to add Evaluation Committee Members.	

A pop-up displays asking “*Do you wish to remove this access to this attachment from this user?*” Click **Ok** to remove the Evaluation Committee Member. The member is no longer displayed in the User with Access section.

Do you wish to remove this access to this attachment from this user?

OK Cancel

Click the **Save** button at the bottom of the screen to confirm selections. The user is led to the Offer Details screen

Attachment Name	dummy__1__2_
Attachment File	dummy__1__2_.txt
User with Access	
<div>Select Evaluation Committee Member</div>	

Save

Cancel

Help

Click **Publish Changes** to save all Evaluation Committee members removed from offer attachments.

S0512A24R1084

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

There are late offers for Solicitation S0512A24R1084. Please refer to the late offer tab.

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
			2025-03-11 06:38:08 PM Eastern Daylight Time		

Offer Details

☐ Alternate Offer

Offer Identifier

031125-06481

Date and Time Submitted

2025-03-11 06:38:08 PM Eastern Daylight Time

Equivalent time in UTC

Proposal Manager Phone Number

9996665555

Publish Changes

Add Update

Previous

Home

Save as PDF

Help

Successfully removing Evaluation Committee Members displays a message at the top of the screen stating: *“The Notice and Offers have been updated.”*

- The Notice and Offers have been updated.

Evaluation Committee Fields:

- Attachment Name (*auto-populated; not editable*)
- Attachment File (*hyperlink*)
- User With Access

Offer Details Button:

- Publish Changes (*to publish changes*)
- Add Update (*to navigate to Post Update screen*)
- Previous (*to navigate back to the previous screen*)
- Home (*to navigate back to the Solicitation module home screen*)
- Save as PDF (*to download opened notice to local machine*)
- Help (*displays help information*)

Action Buttons:

- Evaluation Committee (*hyperlink; navigates to User with Access screen*)

Evaluation Committee Buttons:

- Select Evaluation Committee Member (*leads to Solicitation Manager Contact Names Lookup Pop-up*)
- Red X icon (*removes contact name from User With Access*)
- Save (*to confirm selections*)
- Cancel (*to disregard changes; leads back to offer details*)
- Help

Solicitation Manager Contact Names Lookup Pop-Up Buttons:

- Select (*to select Contact Name for User With Access*)
- OK (*to confirm selection*)

Remove Access Confirmation Pop-Up Buttons:

- OK (*to remove selected Contact Name*)
- Cancel (*to close pop-up*)

NOTE: Access to the Evaluation Committee tab is available on the latest update of the notice.

NOTE: For Evaluation committee members, the ZIP file only contains attachments to which they have been given access.

*NOTE: For more information on assigning evaluation committee members to notices, refer to the [Assign Evaluation Committee](#) training; located on the **WBT > Solicitation > Create New Notices/Posting Updates > Assign Evaluation Committee**.*

Late Offers

The Solicitation Manager receives an email notification if an offer was submitted against their Solicitation. After the response date passed, the Solicitation Manager may view all late offers submitted against a solicitation.

Click the **Late Offer** tab. Click the arrow adjacent to the late offer to view the **Late Offer Details**.

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*)

There have been 0 on-time offers and 1 late offers submitted against this Solicitation.

S0512A24R1051:

Notice

Offer

Late Offer

Evaluation Committee

Award

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
			2025-02-10 05:57:00 PM Eastern Daylight Time		

Late Offer Details

☐ Alternate Offer

Offer Identifier

123456-

Date and Time Submitted

2025-01-30 11:50:05 AM Eastern Standard Time

Equivalent time in UTC

Proposal Manager Phone Number

9996665555

Consider Late Offer

Reject Late Offer

Consider Late Offer Pop-Up:

Select **Consider Late Offer** to consider the offer.

Late Offer Details

☐ Alternate Offer

Offer Identifier

123456-

Date and Time Submitted

2025-01-30 11:50:05 AM Eastern Standard Time

Equivalent time in UTC

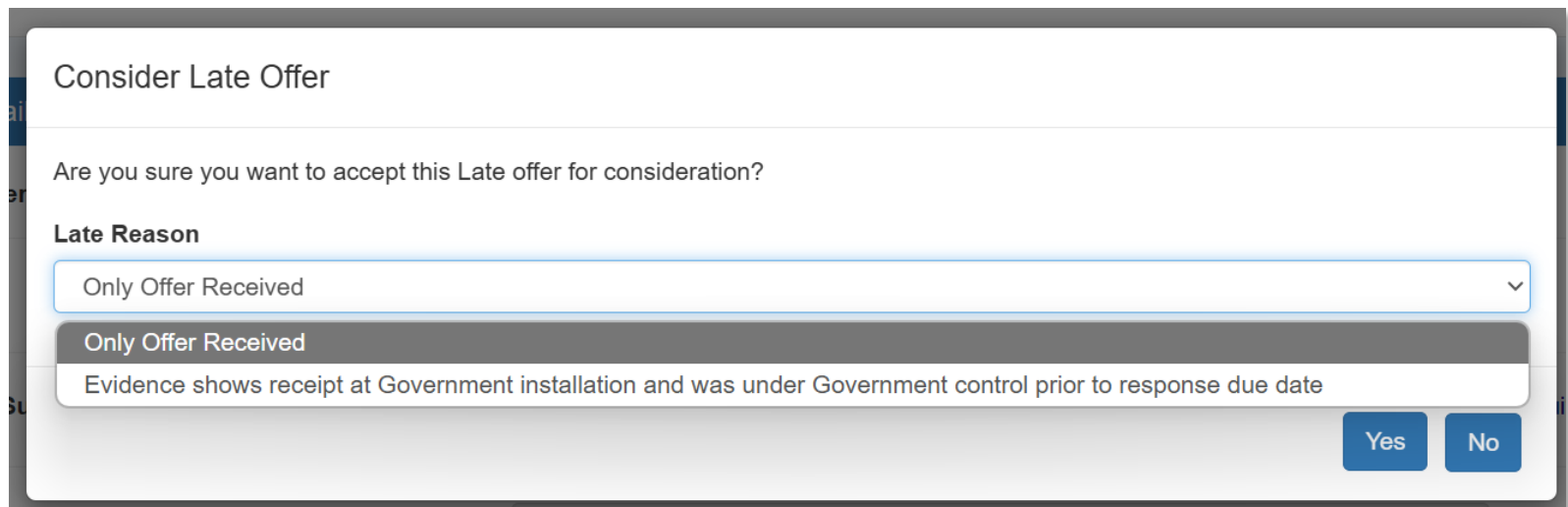
Proposal Manager Phone Number

9996665555

Consider Late Offer

Reject Late Offer

A pop-up displays asking “Are you sure you want to accept this late offer for consideration?” and a drop-down menu to select the **Late Reason**. Click **Yes** to accept late offer.



The screenshot shows a modal dialog titled "Consider Late Offer". Inside the dialog, there is a question: "Are you sure you want to accept this Late offer for consideration?". Below the question is a section labeled "Late Reason" which contains a dropdown menu. The dropdown menu 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 is now 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 Pop-Up:

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

Late Offer Details

☐ Alternate Offer

Offer Identifier

123456-

Date and Time Submitted

2025-01-30 11:50:05 AM Eastern Standard 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?*” and an editable field to state the reason for rejection. Click **Yes** to reject the late offer.

Reject Late Offer

Are you sure you want to reject this Late offer?

Please enter the reason(Optional):

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:

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

Late Offer Details

☐ Alternate Offer

Offer Identifier

031125-

Date and Time Submitted

2025-03-11 06:38:08 PM Eastern Daylight Time

Equivalent time in UTC

Proposal Manager Phone Number

9996665555

☒ Solicitation S0512A24R1084 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: .

Consider Late Offer

Attachments

Name	File	Date
dummy__1__2_	dummy__1__2_.txt	2025/03/11
Offer Submission Confirmation	OfferSubmissionConfirmation_20250311223808.pdf	2025-03-11

Signature Date*

2025/03/11

Signed By:

Validate Offer Signature

Download All Attachments

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*)

	<p><i>Reject Late Offer Pop-Up Buttons:</i></p> <ul style="list-style-type: none">• Yes (<i>to reject late offer</i>)• No (<i>to disregard changes and close pop-up</i>) <p><i>NOTE: If a Late Offer is rejected before a related Award notice is posted, the attachments on the Late offer is not be 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.</i></p>
Unsolicited Proposals	<p>The Unsolicited Proposals dashboard displays all submitted unsolicited proposals within the group of the Solicitation Manager’s DoDAAC. Click the arrow to expand the Unsolicited Proposals dashboard.</p> <p>Notices can be filtered by entering data or using the drop-down menu of the corresponding header. The user can control the number of entries displayed on the table by selecting an option on the Show # entries drop-down menu.</p> <p><i>Unsolicited Proposals Headers:</i></p> <ul style="list-style-type: none">• Offer Identifier (<i>hyperlink</i>)• Offeror CAGE• Proposal Manager Name• Title• Abstract• Status• Expiration Date (<i>format: YYYY-MM-DD</i>)• Submit Date (<i>format: YYYY-MM-DD</i>) <p><i>Unsolicited Proposals Filter Fields:</i></p> <ul style="list-style-type: none">• Show # entries (<i>options: 10 / 20 / 40 / 60 / 80 / 100</i>)• Offer Identifier• Offeror CAGE• Proposal Manager Name• Title• Abstract• Status• Expiration Date (<i>format: YYYY-MM-DD</i>)• Submit Date (<i>format: YYYY-MM-DD</i>)

Unsolicited Proposals							
Show 10 entries							
Offer Identifier	Offeror CAGE	Proposal Manager Name	Title	Abstract	Status	Expiration Date	Submit Date
Filter	Filter	Filter	Filter	Filter	Filter	YYYY-MM-DD	YYYY-MM-DD
			T3	T3 Evl		2022/02/10	2021/08/10 19:11

Click the **Offer Identifier** hyperlink in the Offer Identifier column to view the existing proposal.

Unsolicited proposals are displayed as view-only.

Click the **File** hyperlink to download attachments or bulk download all attachments by selecting the **Download All Attachments** button. Refer to the [Attachments](#) section for more information.

To verify that the offer has not been modified after being signed and submitted, click the **Validate Offer Signature** button. If valid, a message appears displaying “*The Offer Signature is valid*” with the date and time of validation.

Accept/Reject Proposal

Signature

Signature Date

2021/08/10

Signed By: Madhuvn SOL

Offer Signature last validated on: 2025/02/11 00:33:00.

Validate Offer Signature

The Offer Signature is valid.

The user has the ability to accept or reject unsolicited proposals. Click the **Accept** or **Reject** radio button, then click **Submit**. Once an unsolicited proposal has been accepted or rejected, it may not be withdrawn by the Proposal Manager.

Unsolicited Proposal Status

The Proposal Manager for this Unsolicited Proposal will not be notified of this action.

Unsolicited Proposal Status

☐ Accept

☐ Reject

Submit

Upon submission, a message displays at the top of the screen confirming successful acceptance/rejection of the proposal.

- The Unsolicited Proposal has been successfully accepted.

- The Unsolicited Proposal has been successfully rejected.

In the Unsolicited Proposal Status section, the status is read-only. A success message displays stating: “*the Unsolicited Proposal was (accepted/rejected) by (Solicitation Manager name) on (date).*” This is viewable to any Solicitation Managers with permission to view the unsolicited proposal; it is not viewable to the Proposal Manager.

Unsolicited Proposal Status

The Proposal Manager for this Unsolicited Proposal will not be notified of this action.

Unsolicited Proposal Status

☒ Accept
☐ Reject

This Unsolicited Proposal was Accepted by on 2025/02/11 19:59:05.

Unsolicited Proposal Status

The Proposal Manager for this Unsolicited Proposal will not be notified of this action.

Unsolicited Proposal Status

☐ Accept
☒ Reject

This Unsolicited Proposal was Rejected by on 2025/02/11 00:41:19.

Offer Details Fields:

- Offer Identifier
- Agency
- Date and Time Submitted
- Proposal Manager Phone Number
- Title
- Abstract
- Valid From Date
- Valid To Date
- Signature Date
- Unsolicited Proposal Status (*options: Accept / Reject*)

Buttons:

- Validate Offer Signature (*to verify signature*)
- Submit (*to submit proposal status*)

Offer Details	
Offer Identifier	<input type="text"/>
Agency	<input type="text"/>
Date and Time Submitted	<input type="text" value="2021-08-10 03:11:17 PM EDT"/> Equivalent time in UTC
Proposal Manager Phone Number	<input type="text"/>
Title	<input type="text" value="T3"/>
Abstract	<div><div>T3 Evl</div><div></div></div>
Valid From Date	<input type="text" value="2021/08/10"/>
Valid To Date	<input type="text" value="2022/02/10"/>