



Headquarters Policy Flash

FLASH 2002-31

DATE: September 24, 2002
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: **Use of FedBizOpps by DOE Contractors**

SUMMARY: Federal Acquisition Circular (FAC) 97-26 implemented the interim rule that designated the Federal Business Opportunities ("FedBizOpps") web site as the Governmentwide Point of Entry (GPE). Beginning October 1, 2001, the GPE must be utilized by all federal staff for publishing acquisition information as described in Federal Acquisition Regulation (FAR) 5.2, Synopsis of Proposed Contract Actions.



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The use of FedBizOpps supercedes the publication of certain acquisition information in the Commerce Business Daily (CBD). Although not required by the FAR or the Department of Energy Acquisition Regulation (DEAR), the CBD had been used by some of the Department's prime contractors to publish information regarding subcontracting opportunities. This Policy Flash provides implementation guidance with respect to the use of FedBizOpps by the Department of Energy's (DOE) prime contractors.

Those prime contractors who so desire may use FedBizOpps to publish notices regarding current and future opportunities via the GPE, subject to the terms and conditions of their contracts. The Department's prime contractors must use the web interface with FedBizOpps. Use of this interface requires a representative or representatives of the prime contractor to log into the FedBizOpps web site and complete a series of online forms.

Mr. Douglas Baptist, a single Departmental FedBizOpps Administrator, in the Office of Management Systems and Services (ME-65), has been designated and is responsible for managing the Department's FedBizOpps account. Mr. Baptist will establish an "office" account for each prime contractor's representative. Complete procedures on how to utilize FedBizOpps are provided in the online FedBizOpps Buyer's Guide, which may be found at <http://www.eps.gov/EPSSBuyersManual/BG-Coversheet.html>.

Some of the most Frequently Asked Questions regarding the implementation are provided below.

Q. What is the process for establishing an account for a prime contractor at FedBizOpps?

A. *Each prime contractor will need to designate a person(s) to function as the Office Administrator. This person will be responsible for establishing and maintaining user accounts for that prime contractor. The Office Administrator can also publish notices for the prime contractor. Specific responsibilities regarding whether this person, or others, will publish the notices will be determined by the prime contractors' management. The designated person will submit a request for access to FedBizOpps at:*

<http://www.eps.gov/servlet/FBOUsrRegForm>

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The name of the prime contractor is to be entered in the Bureau/Center blank.

Q. As the cognizant DOE Contracting Officer for the prime contract, what must I do to authorize the use of FedBizOpps?

A. No action is required on your part other than to advise the prime contractor how to secure an account.

Q. How do the prime contractors pay for publishing these notices?

A. The General Services Administration (GSA) has established a payment mechanism which differs from that previously employed. As a result, the Department will pay for all notices published. Prime contractors will not be billed by GSA nor will they need to make any payment to either DOE or GSA.

Q. How long does it take for the notice to show up on FedBizOpps?

A. Approximately 20 minutes or less. Contact the FedBizOpps Help Desk if your notice does not appear in a timely manner.

Q. Is there any place to practice this prior to submitting an actual notice?

A. Yes, the FedBizOpps practice area can be used to become familiar with this website. Information on using the demonstration/training area can be found at:

<http://www.eps.gov/EPSSBuyersManual/BG2-DemoSite.htm>

Q. Who do I call if I have problems or questions?

A. Assistance can be obtained from the FedBizOpps Help Desk or the DOE FedBizOpps Administrator. The FedBizOpps Help Desk can assist users with system questions or problems. They can be reached at 877-472-3779 or at:

www.fbo.support@gsa.gov

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Procedural questions should be referred to Douglas Baptist at (202) 586-0813 or at douglas.baptist@pr.doe.gov.

For questions related to this Flash contact Douglas Baptist at (202) 586-0813, or via e-mail at douglas.baptist@pr.doe.gov


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cc:
PPAG Members