

**FACILITIES DIVISION  
Facilities Contracts Branch  
Standard Operating Procedures**

**DATE: June 7, 2002**

**SUBJECT: POSTING SOLICITATIONS ON FEDBIZOPPS**

**NUMBER: CSOP-02-005**

**EFFECTIVE DATE: Immediately Until Replaced or Superseded**

**1. Purpose**

This provides information and policy on the procedures to be followed for posting solicitations on the FedBizOpps internet web site.

**2. References**

FAR 5, Publicizing Contract Actions  
PPD Policy Memorandum No. 5-02, FedBizOpps

**3. Policy**

- A. FAR Part 5, Publicizing Contract Actions, requires that proposed contract actions and actual contract awards be transmitted/posted to the Government-wide point of entry, known as FedBizOpps. The FAR also requires that solicitations and any other pertinent information related to that solicitation determined necessary by the Contracting Officer (CO) be posted on FedBizOpps.
- B. The Facilities Contracts Branch will post all proposed contract actions and actual contract awards on FedBizOpps in accordance with FAR 5.2 and 5.3.
- C. Solicitations will be posted. However, the decision to not post the drawings and specifications will be made on a case-by-case basis by the CO after consultation with the location, Area Administrative Officer, EPM, and Chief, FCB.

**4. Procedures for Solicitations Not Posted on FedBizOpps**

- A. The CO will discuss the nature and sensitivity of the requirement with the Research Program Leader or Representative, the Area Administrative Officer, and EPM as early in the process

as possible.

- B. Projects that would not necessarily be required to be posted include any sensitive projects and those where the nature or size of the specifications and drawings are such that it would be impractical. Sensitive projects would include construction of, or renovation/repairs to, facilities that are considered to be a BSL 3AG or above, have quarantine requirements, etc.
- C. The CO will document the file if a decision is made NOT to post the drawings and specifications. The memo is to include the participants in the discussions, the impact of and rationale for not posting, and have the concurrence of the Chief, FCB.
- D. The FedBizOpps announcement will state that the drawings and specifications are not available online and will provide the name, address, and phone number of whom to contact for a hard copy of the package. This information should also be contained in the presolicitation notices, both SF-1417 and online.

**5. Procedures for Solicitations That Are Posted on FedBizOpps**

- A. The CO will require the A-E firm designing the project to submit the specifications and drawings on a compact disc using Adobe PDF.
- B. The solicitation package will contain a letter of instructions to all offerors which will request that offerors who download the package notify the CO of their action. The instructions will also contain the name, address, and phone number of whom to contact for a hard copy of the package and its cost. Solicitation amendments will also be posted on FedBizOpps.
- C. The entire package will be submitted to the Procurement Technician who will convert the solicitation from a word processing document into a PDF file and upload both the solicitation and the drawings and specifications to FedBizOpps.

/s/ Brenda A. Wood

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Chief  
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