



Army Contracting Command – Warren (DTA) Downloading Offers Submitted Electronically Through the ASFI Bid Response System



Army Single Face to Industry (ASFI)
Acquisition Business Web Site

"Serving the U.S. Army Acquisition Community"

Army Contracting Command - Warren, MI
Represented by Gretchen Perry and Erica Allbritton

February 2011

New On Line Bid Submission Process

- ☞ Since 1998 – all proposals must be submitted electronically
- ☞ Prior to this change we accepted offers through E-mail, data fax, and CD-Rom
- ☞ Army Contracting Command – Warren (DTA) used a phased approach to change the Proposal Submission Process to include on line bid submission
 - ☞ Mid-September 2008 – we started accepting vendors' offers through the Army Single Face to Industry's Bid Response System
 - ☞ Stopped accepting offers through e-mail, data fax and CD-ROM Feb 13, 2009

Army Single Face to Industry

☞ What is the ASFI?

- ☞ The Army's Web site for conducting electronic commerce on the Internet.
- ☞ Allows vendors to search for contracting opportunities, Combined Synopsis/Solicitations, and procurement Notifications – Army wide

☞ What is the BRS?

- ☞ A Web-based system for submitting submit a response to a solicitation
- ☞ Vendors upload files to provide a complete proposal meeting the requirements of the solicitation
- ☞ Linked to the Central Contractor Registration (CCR) and Online Representations and Certifications Application (ORCA)
- ☞ Authentication by ASFI using CAGE and MPIN



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Improving the Bid Submission Process

☞ Why the ASFI BRS?

- ☞ E-mail transmission delays
- ☞ Data fax delays
- ☞ No automated “Receipt of Offer” notification sent to offerors

- ☞ System is fully developed and in use by other Army Contracting Groups

- ☞ Vendor Survey
 - ☞ 80% would prefer to submit via Web
 - ☞ 63% use a Web-based system for other agencies

- ☞ Improve Government-Contractor communication



Requirements for On Line Proposal Submission

- ☞ Must be registered in the Central Contractor Registry (CCR) and have a CCR Marketing Partner Identification Number (MPIN) and CAGE Code
- ☞ Read/Download the entire solicitation
- ☞ Follow the proposal preparation instructions as given in the solicitation and prepare response and supporting documentation
- ☞ Create the documents, including required attachments and exhibits, using acceptable electronic file formats (Software)
- ☞ Access the ASFI BRS to upload offer and any associated attachments
- ☞ Upload applicable Representation and Certification file from the On-line Representations and Certifications Application (ORCA) Web site
- ☞ Record the ASFI-generated Price Quote Number as evidence of your bid submission - Save copy of pdf

Information Required with Offer....

☞ On Page 1 of Proposal include

- ☞ Solicitation number, time specified in solicitation for receipt of offers
- ☞ Company name, address, telephone, email
- ☞ A statement of agreement to all the terms, conditions, and provisions of the solicitation
- ☞ Names, titles, and telephone and facsimile numbers of persons authorized to negotiate with the Government
- ☞ Name, title, and signature of person authorized to sign the proposal
- ☞ Bidding with exception or without exception

☞ Other information that must be included

- ☞ GSA Federal Supply Schedule Information, if applicable
- ☞ Contract Line Item Number
- ☞ Item Description (to include Part/Model Number, if applicable)
- ☞ Quantity, Unit of Issue, Unit Price
- ☞ Price Guarantee # of Days
- ☞ Delivery (Schedule and Terms (F.O.B.))


Information Required with Offer....

- ✓ Completed Section E Provision: Inspection Point: Origin, Local Warren clause 52.246-4028 (if applicable)
- ✓ All applicable fill-in provisions from Sections A, B, F, and K of the solicitation which are not included in the [Online Representations and Certifications Application \(ORCA\)](#)
 - ✓ Download and save the PDF from ProcNet on to your computer.
 - ✓ Open a new MS Word File
 - ✓ Then open the solicitation PDF in Adobe Reader and click on **Tools**, then the **Select Tool**
 - ✓ Use the mouse to highlight the text of the clause requiring the fill-in.
 - ✓ Click **Edit, Copy**
 - ✓ Then go to the Word document and **paste** the clause text.
 - ✓ Enter the appropriate information
 - ✓ Save your Word file and upload through the ASFI BRS
- ✓ Upload the Applicable Representations and Certifications from the [Online Representations and Certifications Application \(ORCA\)](#)




Starting from the ProcNet Web Site

Home | Business Opportunities | Contracts | Vendor information | External Links



Business Opportunities

Last updated: 02/10/2011




Notice to DoD employees and contractors on protecting classified information and the integrity of unclassified government information technology (IT) systems... The recent disclosure of US. Government documents by WikiLeaks has caused damage to our national security. Each DoD employee and contractor is obligated to protect classified information and the integrity of government IT systems in accordance with applicable laws and DoD policies. ([more details](#))


Image R Software... Problems have been reported using the ImageR software. Currently, this software only supports 32bit operating systems. Developers are looking into a solution to support 64bit operating systems. There is no ETA on when this fix will be available.

Issue viewing ARDEC Technical Data Packages with Internet Explorer 8... You may not be able to view TDPs using Internet Explorer 8. Picatinny's web-pages are not supported by Internet Explorer 8. You need to use a lower version of Internet Explorer or Mozilla Firefox. If you continue to have problems viewing these TDPs please email the helpdesk, PicatTDP-Help@conus.army.mil, for assistance.

[The ProcNet Vendor Notification System \(VNS\) is down](#)

Search  through FedBizOpps or ASFI Search Engines.

Open Solicitations:	Drafts & Other Notices:	Contracts, Mods, & Other Info
<ul style="list-style-type: none">Open & On-the-Street SolicitationsMajor SystemsCommercial Vehicles & Items	<ul style="list-style-type: none">Market Surveys & Sources Sought NoticesBroad Agency & Research AnnouncementsFuture & Potential BuysClosed Solicitations	<ul style="list-style-type: none">Awarded Contracts, Orders & ModificationsFreedom of Information ActInstructions for TARDEC Technical DataTACOM QSL (Qualified Supplier Lists)



Starting the Submission Process

Home | Business Opportunities | Contracts | Vendor information | External Links

OPEN Solicitations - ACC Warren Last Updated 02/09/11 01:01 AM EST [Closed Solicitations](#)

[Vendor Registration](#) | [Request BidSet or Tech Data](#) | [Get Acrobat Reader](#) | [Get WinZip](#) | [TACOM Tech Data Help](#)

Solicitation: Buyer: NAICS: NSN: Noun (Nomenclature): Level of Competition:

Number of Solicitations: 80 Sorted By: Issue Date Descending

Solicitation/Amendments	Buyer / Buyer Phone	NSN / Noun / CAGE (FSCM)	NAICS	Issued	Closing	Attachments	ASFI Bid Submission
W56HZV11Q0121	SEAN BAIN 309-782-0969	5305015284223 SCREW,CAP,SOCKET HE See the solicitation to determine Extent of Competition	80205 332722	2011/02/04	2011/03/07		Submit Offer
W56HZV11R0030	KARY PRZYBYLO 586-282-0530	None on File (Check Document Details) Full and Open Competition	332212	2011/02/04	2011/02/22	Attachment0001DFP Attachment0002ToolLoadList Attachment0003PriceEvaluationSheet	Submit Offer
SPRDL110R0326	ROBERT HARRISON 586-282-7562	1005011727725 RECEIVER ASSEMBLY Full and Open Competition	19205 332994	2011/02/03	2011/03/04	Attach1	Submit Offer
W56HZV11Q0145	CHRISTOPHER A. VALEVICH 586-282-8135	2530012600223 CHAMBER,AIR BRAKE See the solicitation to determine Extent of Competition	06721 336399	2011/02/03	2011/03/07		Submit Offer

☞ Identify solicitation to bid on

☞ Click on Submit Offer Link

Continuing the Submission Process



Army Single Face to Industry (ASFI) Acquisition Business Web Site

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Solicitation View for W56HZV08R0875-0001

Solicitation - Amendment Number/Status: W56HZV08R0875 - 0001 / Replace (Conformed)

DPAS Priority Rating: DOA4

Pricing Arrangement: Firm Fixed Price

Solicitation Date: 09/29/2008

Response Deadline: () 10/29/2008

NAICS Code: 332710 - Machine Shops

Set-Aside: Total Small Business

Issued By: TACOM - Warren Acquisition Center, Warren, MI

Contact Name: MARK KOWALSKI

Phone: 5865748135

Fax: -

Email: MARK.KOWALSKI@US.ARMY.MIL

Solicitation URL: http://contracting.tacom.army.mil/perl_scripts/sol.pl?sol=W56HZV08R0875 (E)

[| Solicitation View |](#)
[| Return to Contracting Opportunities Search |](#)

NOTE TO INDUSTRY:

- Please refer to the solicitation for **ALL** offer submission requirements.
- If electronic submission is authorized/requested, please proceed.
- If electronic bid/proposal submission is not authorized, details will be provided in the solicitation outlining specific submission requirements.
- If the electronic bid/proposal submission requirements are not listed in the solicitation and there is a question regarding the submission of an offer in response to a solicitation, contact the contract specialist named in the solicitation.

[Start Offer/Bid](#)

[ASFI Homepage](#) | [ASFI FAQ Page](#) | [Forgot your user ID/password?](#)
[ASFI Users Guide \(.doc\)](#) | [Email the ASFI Team](#)

LEGEND: (E) = External link (R) = Restricted link

 This is the AFSI Web site
"Solicitation View" page

 Click on Start Offer/Bid to
continue

Starting from the ASFI Web Site

Acquisition Business Web Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Folder

Address <https://acquisition.army.mil/asfi/> Go

links # Search ACE ACMS BAR BB CAMP CCR Cite CMU COR DCAA DDGAR DID ERC FAR FBO DCMA



Army Single Face to Industry (ASFI) Acquisition Business Web Site

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Effective immediately, the ASFI support email address has changed to ASFI@conus.army.mil.

Please visit the [What's New \(.doc\)](#) section at ASFI to see recent additions to our website.

[Privacy & Security Notice \(E\)](#) [Accessibility Information Notice \(E\)](#) [Freedom of Information Act \(FOIA\) Notice \(E\)](#)

ASFI Business Opportunities	Acquisition Tool Set	ASFI for Industry
<ul style="list-style-type: none">Contracting Opportunities SearchCombined Synopsis/Solicitation SearchASFI Frequently Asked QuestionsASFI for Government Personnel	<ul style="list-style-type: none">Web Browser Plugins/CertificatesASFI Users Guide (.doc)	<ul style="list-style-type: none">Vendor Notification ServiceVendor Bid HistoryProcurement NotificationsOnline Representations and Certifications Application (ORCA) (E)

Related Links: go



Locate Solicitation

On ASFI,

- 🖱️ Search for solicitation by solicitation number, contracting office, noun or NAICS/FSC
- 🖱️ Type in solicitation number
- 🖱️ W56HZV% is wildcard for Army Contracting Command – Warren (DTA) solicitations
- 🖱️ Find TACOM Contracting Center (TACOM-CC) from drop down list under Contract Office

Army Single Face to Industry (ASFI)
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Solicitation Search

Please choose one of the Quick Search options below:

Most recently posted solicitations

Solicitations that close today

or search by solicitation number: (Note! Do not enter dashes in the Solicitation Number)

Solicitation Number: W56HZV% (wildcard is % character)

or execute a more specific search using the criteria below:

Select Contract Office:

- Sierra Army Depot (TACOM-CC)
- Southeast Regional Contracting Office
- TACOM Contracting Center (TACOM-CC)**
- TACOM Contracting Center - Rock Island (TACOM-CC)
- Tobyhanna Depot Contracting Office (CECOM-CC)

NOTE: Contract offices WILL NOT appear in the selection list above unless that office has active solicitation feel your site should have active postings on the ASFI web site but you do not see your site listed above,

Noun phrase:

OR

NAICS code:

- ANY
- 111110 - Soybean Farming
- 111160 - Rice Farming
- 113310 - Logging
- 115112 - Soil Preparation, Planting, and Cultivating

OR

FSC code:

- ANY
- 1005 - Guns, through 30 mm
- 1015 - Guns, 75 mm through 125 mm
- 1025 - Guns, over 150 mm through 200 mm
- 1045 - Launchers, Torpedo and Depth Charge

Back Continue

[ASFI Homepage](#) | [ASFI FAQ Page](#) | [Forgot your user ID/password?](#)
[ASFI Users Guide \(.doc\)](#) | [Email the ASFI Team](#) **NEW**

LEGEND: (E) = External link (R) = Restricted link

Starting the Submission Process



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Solicitation search results for your selected criteria

Display: items per page

Solicitation - Amendment Number	Buyer Information	Solicitation Data	Closing Date
W56HZV08Q0992-0000	DAWN CARIE 5865747161	NAICS code: 327993 FSC code: 1660 Noun: INSULATION PIPE COV	09/21/2008
W56HZV08Q0710-0000	ED PRESSLEY 5865748227	NAICS code: 336992 FSC code: 5940 Noun: TERMINAL BOX	09/22/2008
W56HZV08Q0001-0000	JAN MCCANN	NAICS code: 334417	09/22/2008

 Choose solicitation

Continuing the Submission Process



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Solicitation View for W56HZV08Q0710-0000

Solicitation - Amendment Number/Status: W56HZV08Q0710 - 0000 / Original

DPAS Priority Rating: DOA4

Pricing Arrangement: Firm Fixed Price

Solicitation Date: 09/08/2008

Response Deadline: () 09/22/2008

NAICS Code: 336992 - Military Armored Vehicle, Tank, and Tank Component Manufacturing

Set-Aside: See Solicitation for Set Aside Provisions

Issued By: TACOM - Warren Acquisition Center, Warren, MI

Contact Name: ED PRESSLEY

Phone: 5865748227

Fax: -

Email: ED_PRESSLEY@US.ARMY.MIL


Solicitation URL: http://contracting.tacom.army.mil/perl_scripts/sol.pl?sol=W56HZV08Q0710
(E)

| [Solicitation View](#) |
| [Return to Contracting Opportunities Search](#) |

NOTE TO INDUSTRY:

- Please refer to the solicitation for ALL offer submission requirements.
- If electronic submission is authorized/required, please proceed.
- If electronic bid/proposal submission is NOT authorized, details will be provided in the solicitation outlining specific submission requirements.
- If the electronic bid/proposal submission requirements are not listed in the solicitation and there is a question regarding the submission of an offer in response to a solicitation, contact the contract specialist named in the solicitation.

[Start Offer/Bid](#)

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[ASFI Users Guide \(.doc\)](#) | [Email the ASFI Team](#) 

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 Click on Start Offer/Bid

Vendor Authentication



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Industry/Vendor Authentication

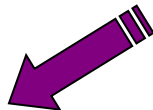
Disclaimer - By entering the data below, the individual accepts they have the authority to utilize this information and legally bind the company identified by the CAGE code to the offer for which they are responding. Please completely review the solicitation and attachments before beginning this process.

Your company must be registered and current in the [Central Contractor Registration \(CCR\) \(E\)](#) in order to utilize the on-line bidding capability. The Central Contractor Registration (CCR) validates the Taxpayer Identification Number and Taxpayer Name of each new and updating CCR registrant with the Internal Revenue Service (IRS) records. It will take one to two business days to validate new and updated records prior to becoming active in CCR. If your company isn't registered with the CCR and you need to bid immediately, please contact the contract specialist for an alternate method for bidding.

Please enter the requested data below to start the electronic bid process:




Enter **CAGE Code**:*

Enter **MPIN**:* (Marketing Partner Identification Number [MPIN] is case sensitive)



* - indicates required field

If the MPIN is not known, visit [Central Contractor Registration \(E\)](#) and enter the applicable CAGE code to view identified Points of Contact (POCs) at the CCR. Please contact your CCR POC for MPIN information.

-  Enter CAGE Code
-  Enter MPIN
-  Click on Continue

Complete Vendor Profile

Offer/Bid Response System

Please complete the following requested data:

Solicitation Number: W9098S09T0303 - 0000

User Data:

First name:*

Last name:*

Phone:*

Email address:*

Verify email address:*

Company Information:

Company Name: DEFENSE LOGISTICS INFORMATION SERVICES, DIVISION DLIS-SX

Address: 74 WASHINGTON AVE N STE 7

City/State/Zip: BATTLE CREEK, MI 49017-3054

DUNS: 033129706

DUNS4: No Duns4 found at CCR

CAGE Code: 1LZE7


The above company information was retrieved from your CCR record. If this data is incorrect, please visit [Central Contractor Registration \(E\)](#) and update your company record. The update process will take approximately 4 hours for new company information to be reflected on this page. You may choose to submit your offer/bid now (noting company information changes on the following page) or begin a new bid after the CCR update occurs.

* - indicates required field

Continue

[ASFI Homepage](#) | [ASFI FAQ Page](#) | [Forgot your user ID/password?](#)
[BRS Users Guide \(.doc\)](#) | [Email the ASFI Team](#) ^{NEW}



 Changes to company profile must be made in the CCR System

Upload Files

- File names must not contain single quotes, spaces, pound or percent signs
- If using Microsoft Office 2007 products, please use the 'Save As' function and choose the 'Office 97-2003' option when saving documents
- Upload up to 5 files at one time from PC to ASFI
- Combined size 5 files cannot exceed 10 mb
- May repeat this upload screen as necessary
- After upload is complete, continue on to bid summary

Look in: RFP Response Process (Jewell)

1 DEFINE
2 MEASURE
3 ANALYZE
4 IMPROVE
5 CONTROL
Agendas, Meetings & Presentations
DMAIC Tollgates
E-Mails
Project Management
References
ASFI Wishlist Changes (2008 Feb 15)
Click Here to Get to PowerSteering
TEST-DELETE
To-Be Bid Response Process Map V1 (2008 Feb 15)

File name: TEST-DELETE
File of type: All Files (*.*)

File to upload:
10 characters allowed for filename


DeleteTest	T:\TACOM\ACQ\ACQ LEAN\RFP Response Process (Jewell)	Browse...
		Browse...
		Browse...
		Browse...
		Browse...

Upload File(s)

Continue on to bid summary

[ASFI Homepage](#) | [ASFI FAQ Page](#) | [Forgot your user ID/password?](#)

Review Submission

 When the “Upload File(s)” button is checked on the previous screen, the following screen appears

Please review attachment upload status below:

Solicitation Number: W9098S101111 - 0000

- Attachment **Judith010609.xls** was successfully uploaded...

**IF YOU HAVE COMPLETED UPLOADING DOCUMENTATION TO SUPPORT YOUR SUBMISSION,
PLEASE SELECT "CONTINUE TO BID SUMMARY" TO COMPLETE THE SUBMISSION.
OTHERWISE, YOU MAY CONTINUE TO UPLOAD ADDITIONAL FILES OR REMOVE EXISTING FILES.**

Upload Additional Attachments to this electronic bid

Remove a file already uploaded

Continue on to bid summary



Review Submission -- again

 Review submission, make changes and select “Submit”

Please review data before submitting bid:

Solicitation Number: W9098S101111 - 0000

Contractor Data

Name: John Gooch

Phone number:

Email: asfi@conus.army.mil

DUNS: 033129706




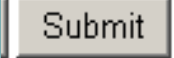
DUNS4: No Duns4 found at CCR

CAGE: 1LZE7

Company Name: DEFENSE LOGISTICS INFORMATION SERVICES, DIVISION DLIS-SX

Company Address: 74 WASHINGTON AVE N STE 7
BATTLE CREEK, MI 49017-3054
USA

Edit Contractor Data

-  The offer/bid cannot be modified once submitted.
-  To make changes, contact Contract Specialist.
-  Offer is not submitted until you hit 

File Upload

<u>File Name</u>	<u>File Size</u>	<u>File Description</u>	<u>File Viewer</u>
Judith010609.xls	28 KB	this is a test	

Add/Delete Attachments

**** Once your data has been submitted, you will have the opportunity to print your submission and confirmation information. ****

Receive Bid Confirmation

- ☞ This page appears after the “Submit” button is clicked
- ☞ Offer/bid is not successful unless you see this page with the Price Quote Number
- ☞ Generate a PDF file containing your submission information

Click on generate PDF

Generate PDF of bid submission

PLEASE NOTE: Attachments are not included in the PDF and must be downloaded separately.
Adobe Acrobat Reader must be installed to view the downloaded PDF.
Adobe Acrobat Reader can be downloaded from the [ASFI plugins page](#).
This WILL BE the only opportunity to generate a PDF of your bid submission.

This bid has been successfully submitted for Solicitation number **W9098S101111-0000**

The assigned Price Quote Number for this bid is **033129706-20090225101334**

The assigned Bid Submission Date is **February 25, 2009 10:13:34** Central Time

Price Quote Number and Date
and time stamp

Contractor Data

Name: John Gooch

Phone number:

Email: asfi@conus.army.mil

DUNS: 033129706

DUNS4: No Duns4 found at CCR

CAGE: 1LZE7

Company Name: DEFENSE LOGISTICS INFORMATION SERVICES, DIVISION DLIS-SX

Company Address: 74 WASHINGTON AVE N STE 7

BATTLE CREEK, MI 49017-3054

USA

Where to Find Solicitations



Army Contracting Command -
Warren's PROCNET

<http://contracting.tacom.army.mil/>



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ASFI (Army Single Face to Industry)

<https://acquisition.army.mil/asfi/>



FedBizOpps

<https://www.fbo.gov/>

Army Contracting Command – Warren (DTA) Electronic Proposal Submission



For assistance call

ProcNet Help Desk: 586-574-7059

DAMI_AcquisitionCenterWebPage@conus.army.mil

Complete Instructions are posted on ProcNet at

<http://contracting.tacom.army.mil/acqinfo/ebidnotice.htm>

ASFI Government User's Guides are posted on the ASFI FAQ page at

https://acquisition.army.mil/asfi/ASFI_FAQ.cfm