

Space and Naval Warfare Systems Command (SPAWAR)
2.0 Contracts Directorate

E-commerce Central Vendor's User Guide

March 2012

Paperless Helpdesk 858-537-0644

Helpdesk Hours of Operation:

Mon – Thu: 7:00am to 4:00pm PST

Fri: 7:00am to 3:00pm PST

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Doing Business with SPAWAR

All Vendors: In order to do business with the Department of Defense, your company name must be registered with the Central Contractor Registry located at <http://www.ccr.gov/> (This site is external to SPAWAR). If you do not have a D-U-N-S number, go to the Dun and Bradstreet home page at <http://www.dnb.com/> (This site is external to SPAWAR) home page.

The information provided regarding future business opportunities is for planning purposes only and does not represent any firm commitment on behalf of the U.S. Navy.

Interested parties, potential offerors, and those seeking to do business by or through those potential offerors, are hereby on notice that this web site will be updated periodically to reflect changes in the Request For Proposals (RFP) or Request For Quotations (RFQ) and related documentation. There is no set time for updates. Interested parties, potential offerors, and those seeking to do business by or through those potential offerors, must check and re-check this web site to make sure that they have all current versions, amendments, and other information relating to their respective procurement. Failure to do so may result in their respective proposals being determined unacceptable or otherwise not in compliance with RFP terms and conditions.

Potential offerors are to submit bids/proposals to the requirement that is defined in the synopsis (when applicable) and the Request For Proposal (RFP) or Request For Quotation (RFQ) that may follow.

Timeliness of bids and proposals submitted electronically:

(a) The electronic submission of a bid or proposal must be entirely completed prior to the due date and time for receipt of bids or proposals, as stated in the Request for Proposals, or the submission will be considered late.

(b) The coverage in paragraph (a) applies to all bids and proposals submitted electronically. Its text applies to all invitation for bids and requests for proposals and is part of the bids and proposals submission instructions, even if it is not specifically included in the bid and proposal submission instructions in an individual invitation for bids or request for proposals. The coverage in paragraph (a) supplements the submission, modification and withdrawal of bids and proposals coverage in the FAR 52.212-1 "Instructions to Offerors--Commercial Items", FAR 52.214-7 "Late Submissions, Modifications, Revisions, and Withdrawals of Bids", FAR 52.214-23 "Late Submissions, Modifications, Revisions, and Withdrawals of Technical Proposals under Two-Step Sealed Bidding", or FAR 52.215-1 "Instructions to Offerors--Competitive Acquisition" provision contained in an invitation for bids and request for proposals.

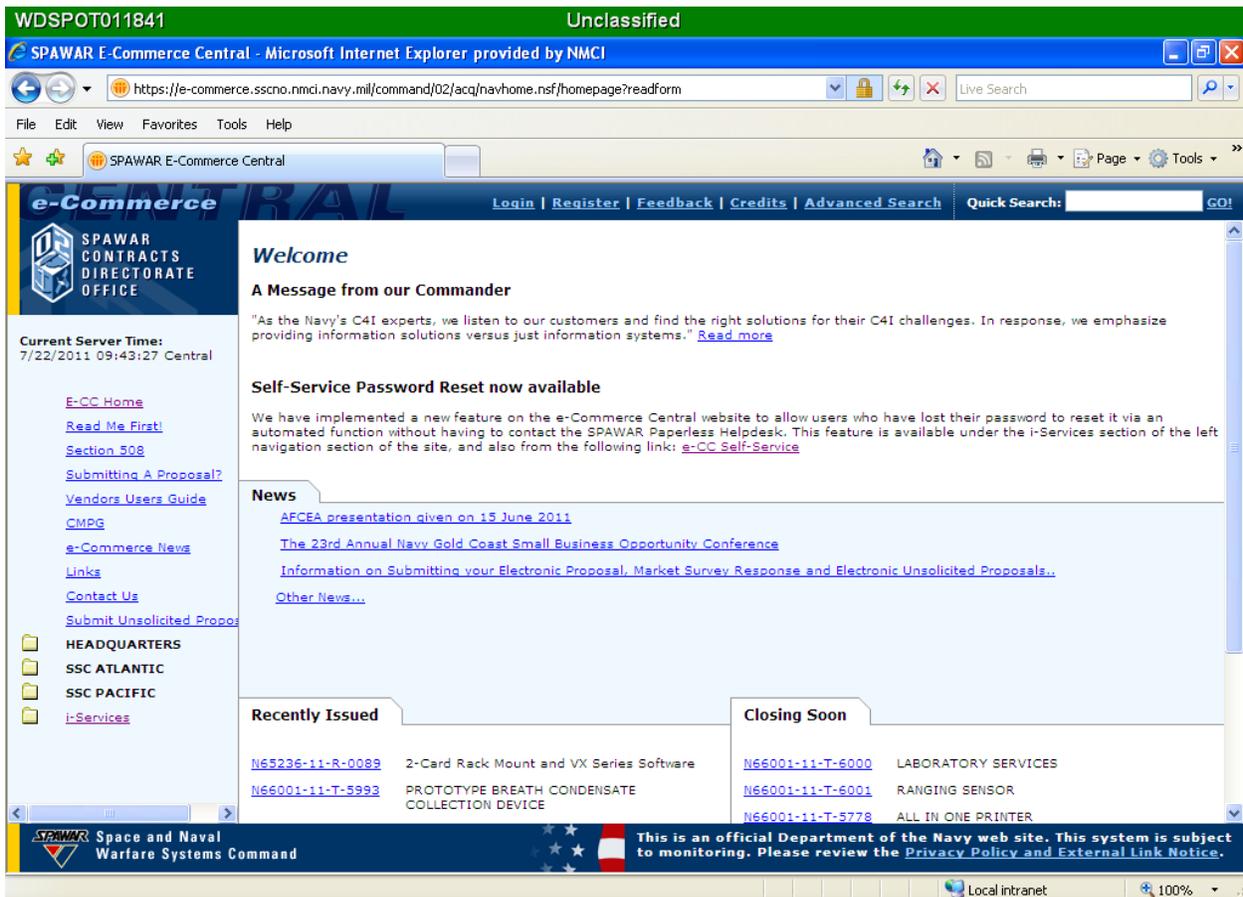
(c) The notice in paragraph (a) does not apply to request for quotations under simplified acquisition procedures (see FAR Part 13), unless the FAR 52.212-1 "Instructions to Offerors--Commercial Items" provision is included in the request for quotations. The notice in paragraph (a) also does not apply to request for quotations for delivery/task orders under a Federal Supply Schedule (see FAR 8.4), unless a late quotations provision is included in the request for quotations and that provision contains the language in paragraph (a).

Welcome Page

The Welcome Page is your starting point for SPAWAR’s E-Commerce Central (E-CC). Use the Navigation Window (left column of the web page) to view SPAWAR’s Business Opportunities.

* SPAWAR requirements in this guide refer to requirements issued by the SPAWAR Acquisition Team. The SPAWAR Acquisition Team consists of SPAWAR HQ, SSC ATLANTIC and SSC PACIFIC.

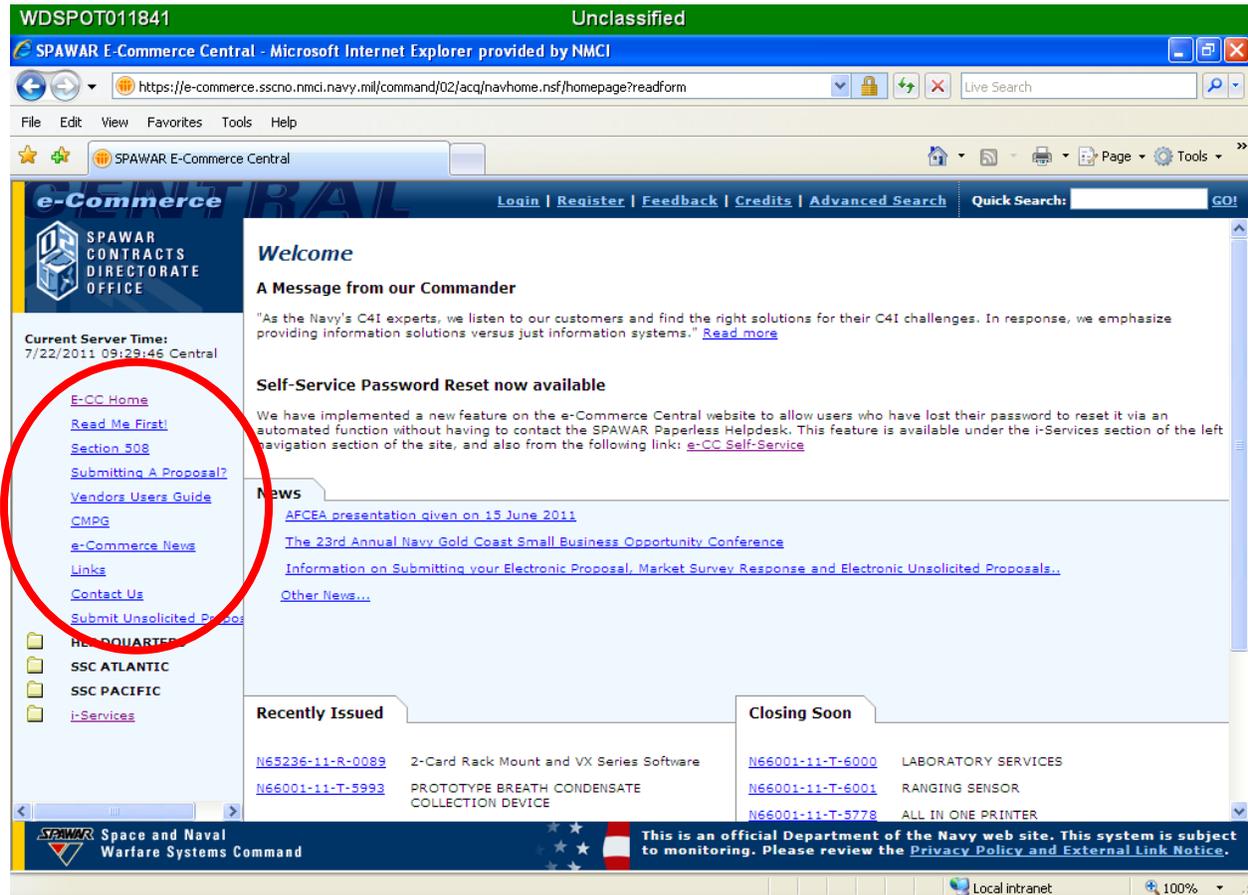
Figure 1. Welcome Page



Read me first

If this is your first time visiting the SPAWAR E-CC, please read the “Read Me First” and “Submitting a Proposal” page.

Figure 2: Read Me First and Submitting a Proposal link



Register

To Register for an account, click **[Register]** in the top left portion of the page. Read the disclaimer and click **[I Accept]** to continue. Fill out all the fields and then click **[Submit]**.

Figure 3: Home Page for E-Commerce Central

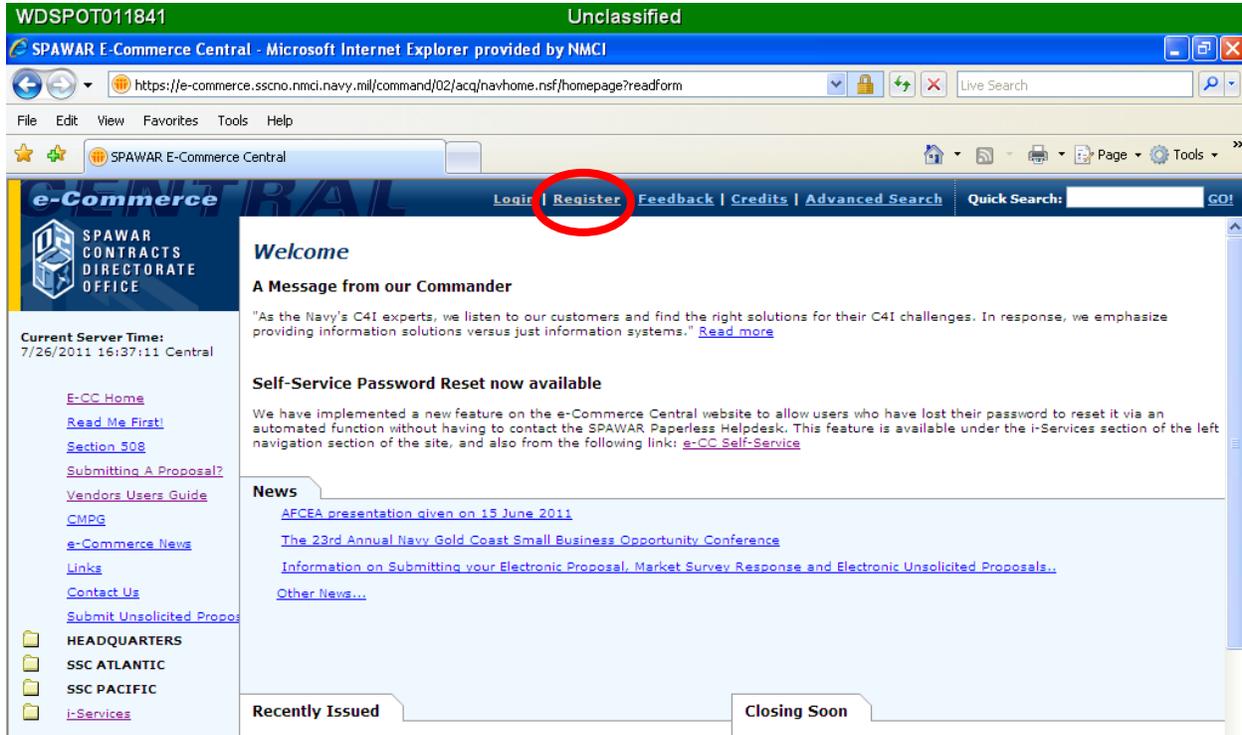
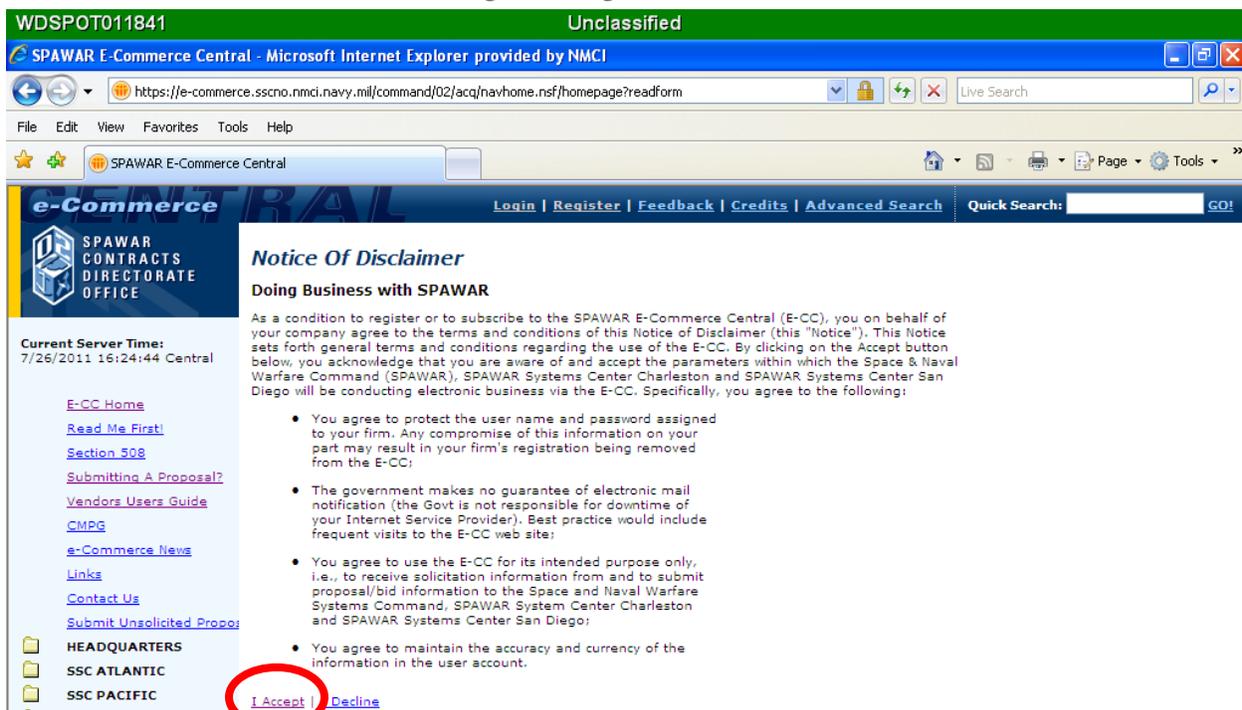


Figure 4: Register Disclaimer



Fill out all the fields and then click **[Submit]**. With a successful registration a page will appear will stating that fact after you submit your information.

Note: All fields marked with an asterisk are required fields. Also, in all fields other than the password field, only use numbers and letters and commas and periods. If you use any other character you will get an error when you submit and you will need to call the helpdesk at 858-537-0644 if you are unable to correct the error.

Figure 5: New Account Registration Page

WDSPOT011841 Unclassified

SPAWAR E-Commerce Central - Microsoft Internet Explorer provided by NMCI

https://e-commerce.sscno.nmci.navy.mil/command/02/acq/navhome.nsf/homepage?readform

File Edit View Favorites Tools Help

SPAWAR E-Commerce Central

e-Commerce CENTRAL Login | Register | Feedback | Credits | Advanced Search Quick Search: GO!

SPAWAR CONTRACTS DIRECTORATE OFFICE

i-Services
New Account Registration

All fields marked with an asterisk (*) are required.

Company Information

Company Name: *

Business Unit: *

Enter if Other:

CAGE Code:

DUNS Code:

NAICSCode:

Please enter all applicable NAICS codes, separating each with a comma (i.e., 111111, 222222, 333333).

Street / P.O. Address: *

Street / P.O. Address:

City: *

State / Province: *

E-mail: *

Cell Phone Number:

Pager Number:

Password: *

Confirm Password: *

The following rules must be obeyed when choosing your password:
 It must be at least fourteen (14) characters in length;
 It must contain at least one (1) upper case alphabetic character (A - Z);
 It must contain at least one (1) lower case alphabetic character (a - z);
 It must contain at least one (1) numeric character (0 - 9);
 It must contain at least one (1) of the special characters from the following list:
 ~ ! @ \$ ^ * . , [] ; : ? | - _ +

You will be required to change your password at least every sixty (60) days.

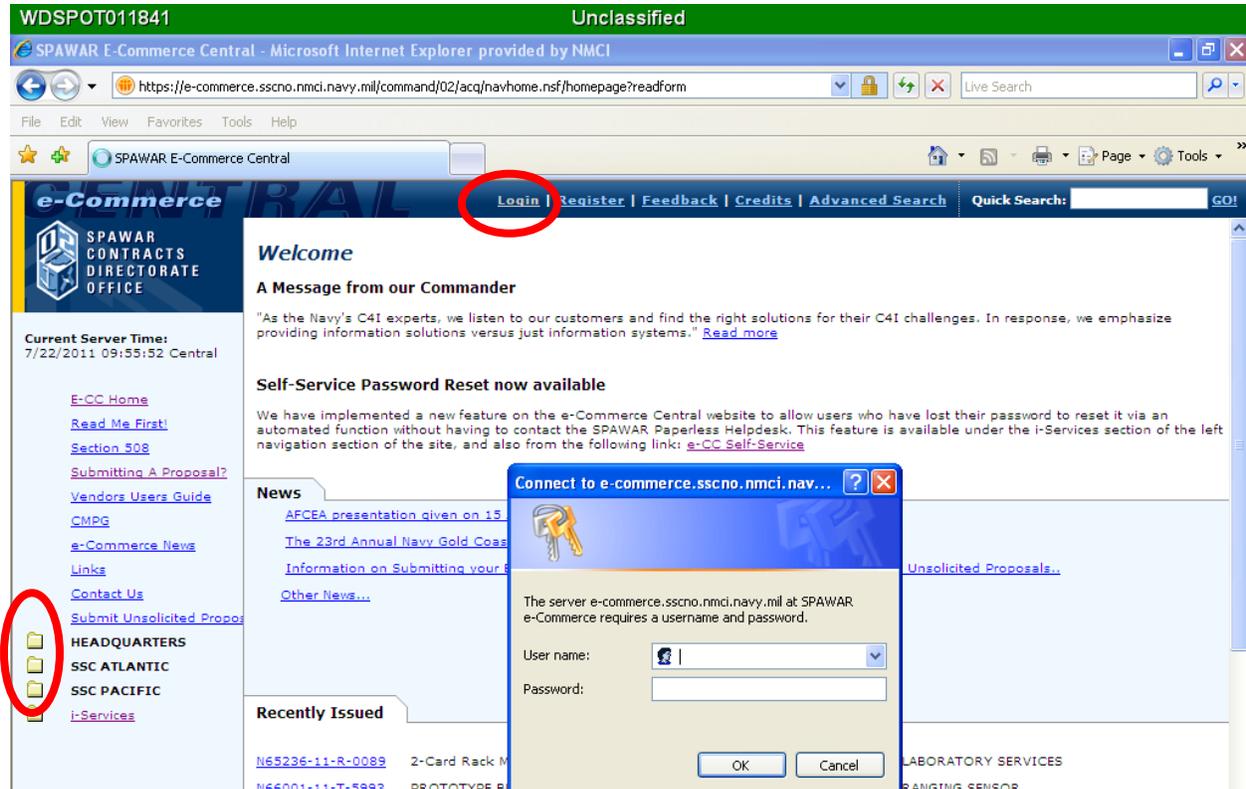
Registered users may upload documents into the SPAWAR e-Commerce database, e.g., submit a proposal or question in regards to a solicitation.

Submit | [Cancel](#)

Login

To login, click **[Login]** in the top left portion of the page. Type in your username and password and click **[OK]**. If you are unable to login, click **[e-CC Self Service]** in the Self-Service Password Reset now available section, then click **[Forgot Username]** and/or **[Forgot Password]**. Fill out the appropriate information and click **[Submit]** and if you get an error then contact the helpdesk.

Figure 6: Login pop up window



Business Opportunities

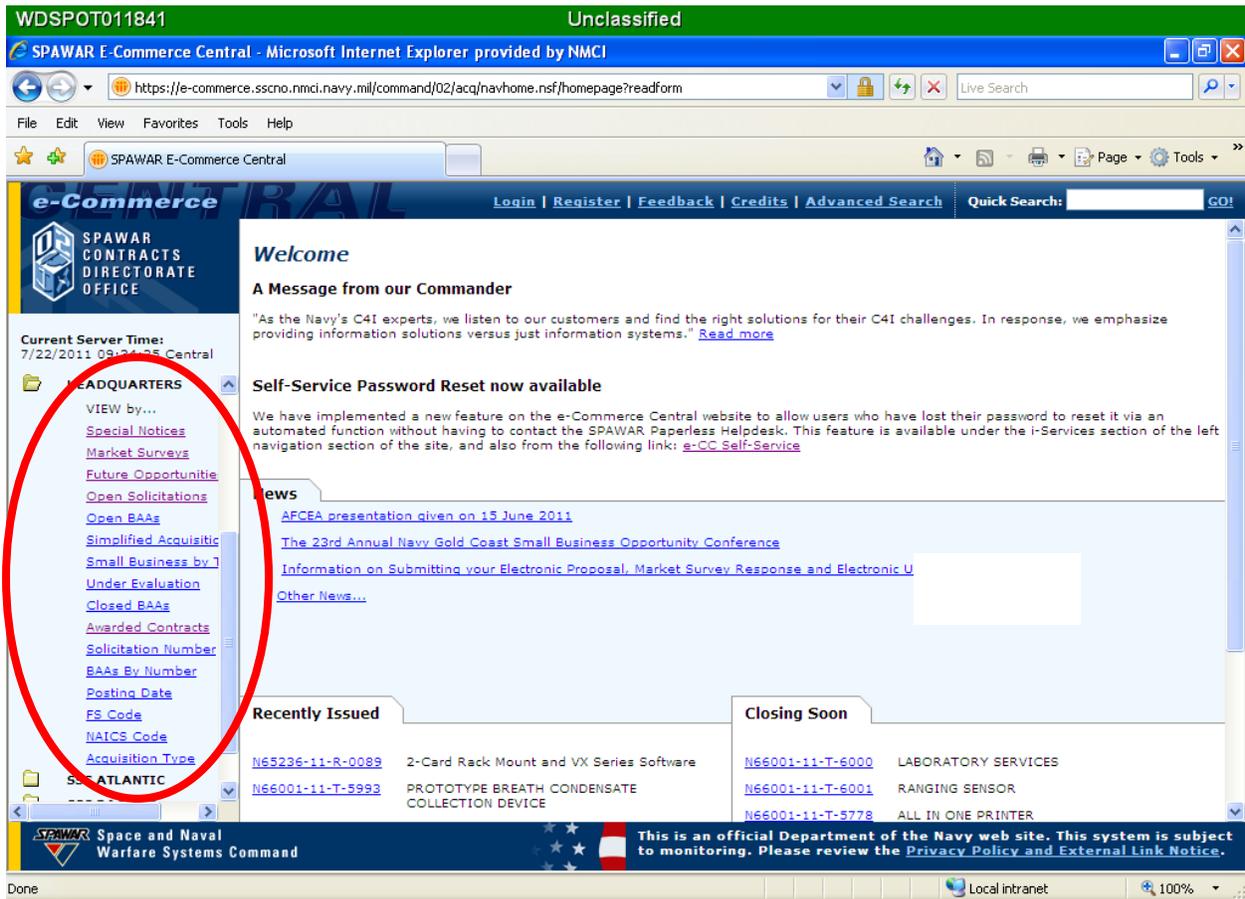
To view Business Opportunities, click on the yellow folder next to the corresponding SPAWAR contracting activity. If you want to do business with SPAWAR Headquarters, click the **[Yellow Folder]** (📁) next to “HEADQUARTERS”. If your interest is doing business with SSC Atlantic or SSC Pacific, click on the corresponding FOLDER (📁) next to the command you are interested in viewing.

Type of Business Opportunities:

Once the yellow FOLDER is open, you now have access to SPAWAR's requirements available for you in different VIEWS. These VIEWS will help you in locating your solicitation of interest. The following views are provided:

- i. **Market Surveys:** Follow this link to view "Sources Sought" or "Request for Information" (RFI). Information contained in this view is considered Long Range Acquisition Estimates.
- ii. **Future Opportunities:** Follow this link to view "Pre-Solicitation" or "Draft Solicitation" requirements.
- iii. **Open Solicitations:** Follow this link to view "Open Solicitation" requirements.
- iv. **Open BAA:** Follow this link to view "Broad Agency Announcements".
- v. **Simplified Acquisitions:** Follow this link to view "Simplified Acquisition Procedure" requirements.
- vi. **Closed Solicitations:** Follow this link to view solicitation requirements that are under "Evaluation"
- vii. **Closed BAA:** Follow this link to view CLOSED BAA announcements
- viii. **Active Contracts:** Follow this link to view the listing of Active Contracts.
- ix. **Solicitation Number:** Follow this link if you know your Solicitation Number of interest. This view will list ALL Solicitation Number.
- x. **Current Status:** Follow this link to view the Status of your Solicitation requirement of interest.
- xi. **Requiring Office:** Follow this link if you don't know the Solicitation Number but know the Requiring Office (eg. Program Office or Technical Code).
- xii. **Posting Date:** Follow this link if you don't know the Solicitation Number but know the posting date of the requirement.
- xiii. **Description:** Follow this link if you don't know the Solicitation Number but know the "Description" of the requirement.
- xiv. **NAICS Code:** Follow this link to view SPAWAR requirements sorted by NAICS Code.
- xv. **FSCODE Category:** Follow this link to view SPAWAR requirements sorted by FSC Code.
- xvi. **Acquisition Type:** Follow this link to view SPAWAR requirements sorted by Acquisition Type (e.g., Sole Source, 8a Set-aside etc.)

Figure 7: Type of Business Opportunities



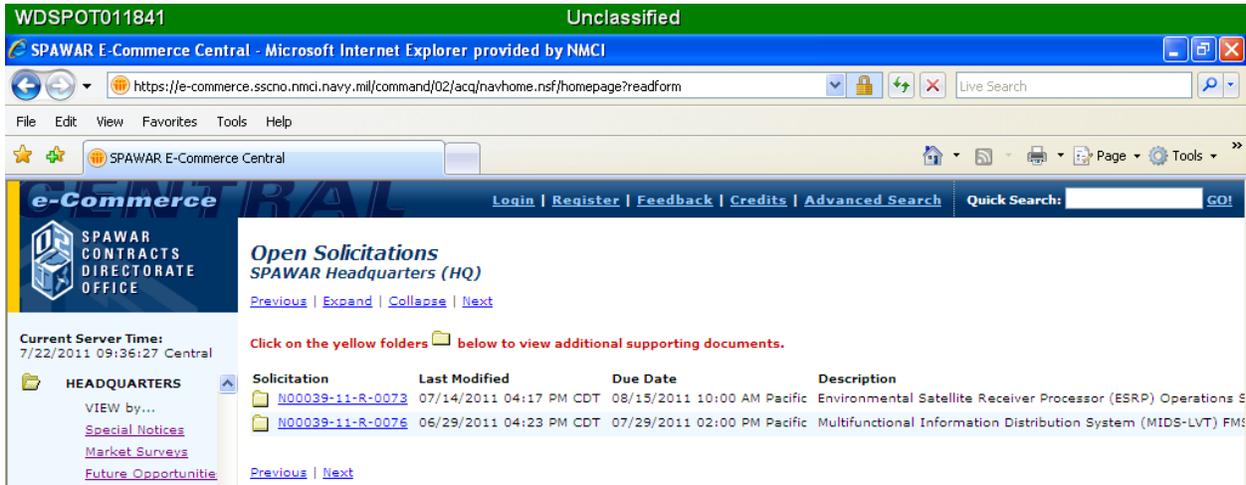
Inside the View:

After you click on a particular VIEW (from the Navigation Window), the Main Window will refresh to reflect on the View of your choice.

Open Solicitations

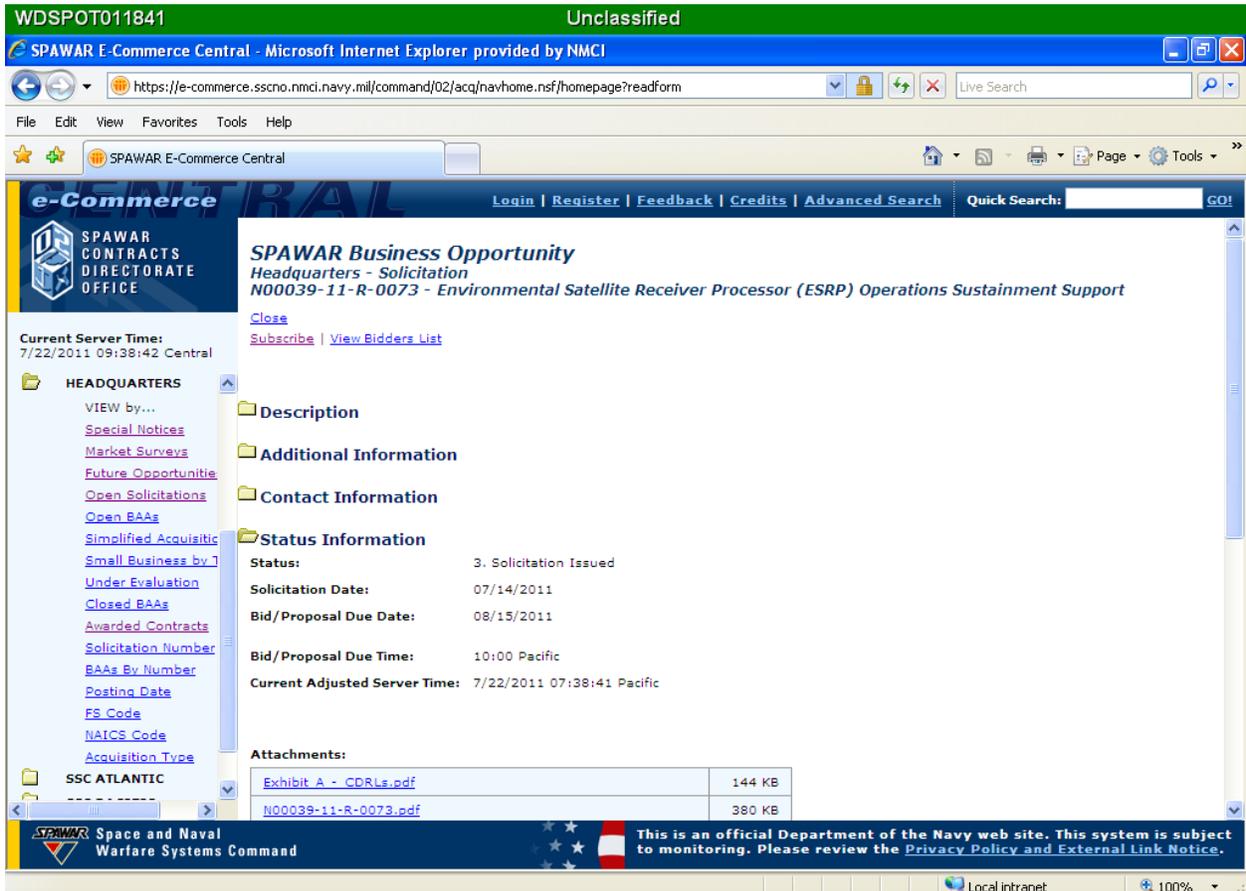
Click [Open Solicitations] and the main page will provide you with a list of open solicitations.

Figure 8: Open Solicitations Page



The figure below shows a refresh page after a particular Solicitation Number was selected

Figure 9: Solicitation Information Page

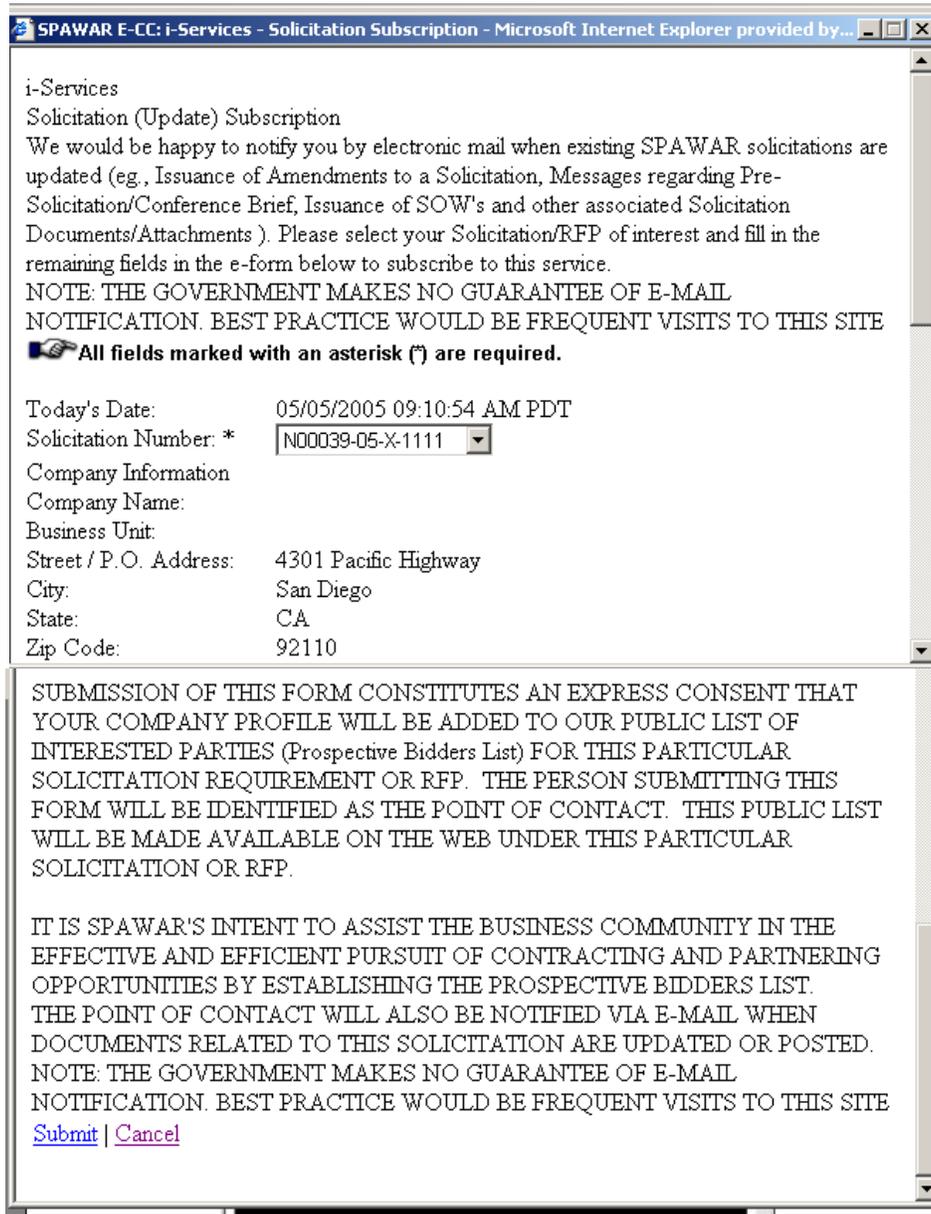


Subscribing to a Solicitation:

In order to subscribe to a particular Solicitation, click on [**Solicitation Number**]. Click [**Subscribe**]. You must be a registered user and logged in to subscribe to a solicitation. This link will open the Subscription e-form. Please fill in the e-form in order to receive e-mail notification every time this particular solicitation is updated. Click [**Submit**].

Note: THE GOVT. MAKES NO GUARANTEE OF E-MAIL NOTIFICATION; BEST PRACTICE WOULD BE FREQUENT VISITS TO THIS SITE (We are not responsible for DOWNTIME experienced by your Internet Service Provider).

Figure 10: Solicitation (Update) Subscription e-Form



SPAWAR E-CC: i-Services - Solicitation Subscription - Microsoft Internet Explorer provided by...

i-Services
Solicitation (Update) Subscription

We would be happy to notify you by electronic mail when existing SPAWAR solicitations are updated (eg., Issuance of Amendments to a Solicitation, Messages regarding Pre-Solicitation/Conference Brief, Issuance of SOW's and other associated Solicitation Documents/Attachments). Please select your Solicitation/RFP of interest and fill in the remaining fields in the e-form below to subscribe to this service.

NOTE: THE GOVERNMENT MAKES NO GUARANTEE OF E-MAIL NOTIFICATION. BEST PRACTICE WOULD BE FREQUENT VISITS TO THIS SITE

 All fields marked with an asterisk (*) are required.

Today's Date: 05/05/2005 09:10:54 AM PDT
Solicitation Number: *

Company Information
Company Name:
Business Unit:
Street / P.O. Address: 4301 Pacific Highway
City: San Diego
State: CA
Zip Code: 92110

SUBMISSION OF THIS FORM CONSTITUTES AN EXPRESS CONSENT THAT YOUR COMPANY PROFILE WILL BE ADDED TO OUR PUBLIC LIST OF INTERESTED PARTIES (Prospective Bidders List) FOR THIS PARTICULAR SOLICITATION REQUIREMENT OR RFP. THE PERSON SUBMITTING THIS FORM WILL BE IDENTIFIED AS THE POINT OF CONTACT. THIS PUBLIC LIST WILL BE MADE AVAILABLE ON THE WEB UNDER THIS PARTICULAR SOLICITATION OR RFP.

IT IS SPAWAR'S INTENT TO ASSIST THE BUSINESS COMMUNITY IN THE EFFECTIVE AND EFFICIENT PURSUIT OF CONTRACTING AND PARTNERING OPPORTUNITIES BY ESTABLISHING THE PROSPECTIVE BIDDERS LIST. THE POINT OF CONTACT WILL ALSO BE NOTIFIED VIA E-MAIL WHEN DOCUMENTS RELATED TO THIS SOLICITATION ARE UPDATED OR POSTED. NOTE: THE GOVERNMENT MAKES NO GUARANTEE OF E-MAIL NOTIFICATION. BEST PRACTICE WOULD BE FREQUENT VISITS TO THIS SITE

[Submit](#) | [Cancel](#)

Bidders List

To view the Bidders List on a particular Solicitation, select and open your Solicitation page of interest. From the Solicitation Page, click [**View Bidders List**] for this Solicitation”

Figure 11: View Bidders List Link

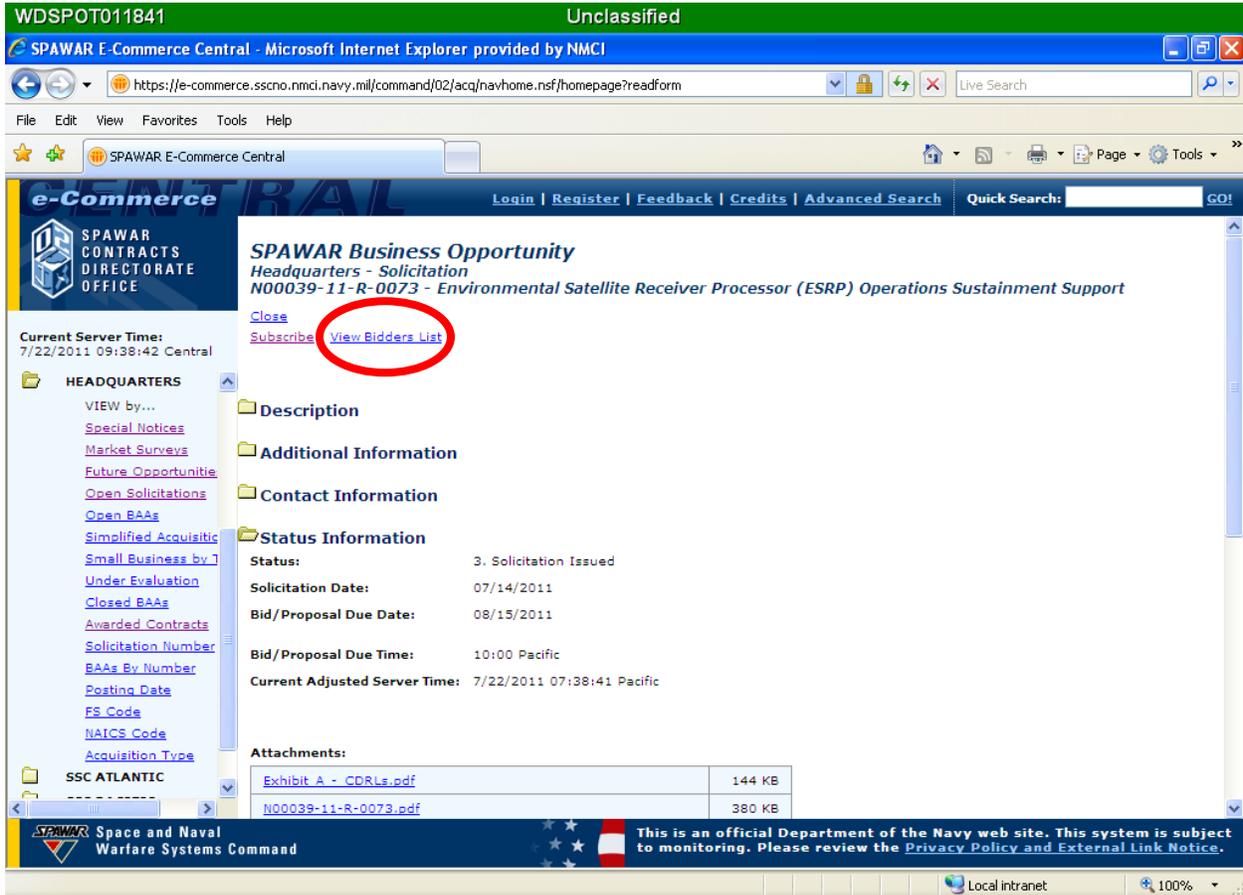
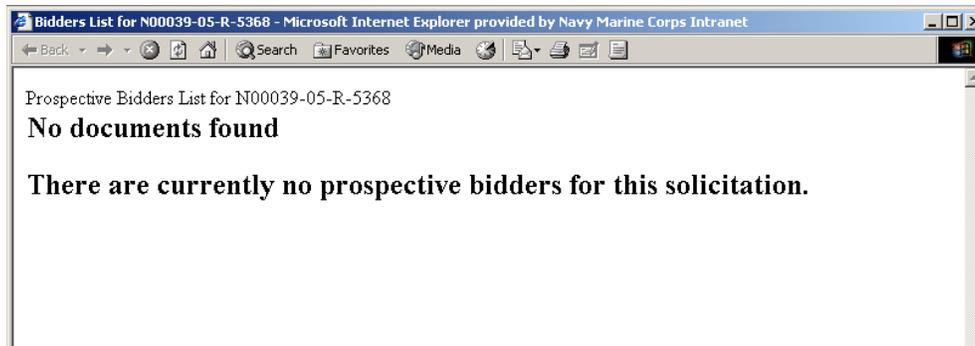


Figure 12: Bidders List Page

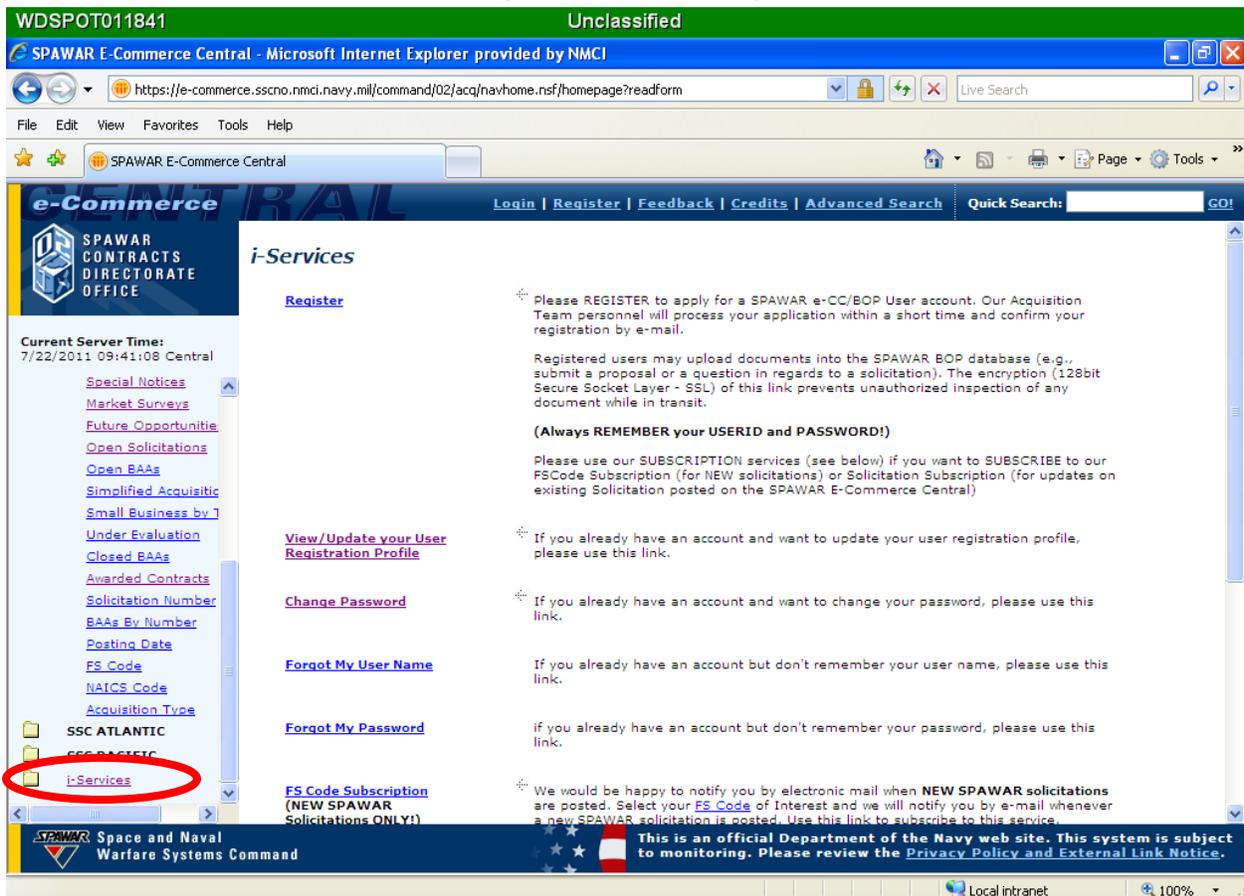


The above Bidders List page is provided to assist you in Doing Business with SPAWAR.

I-Services:

I-Services is your one stop page to manage your account profile. User access to the Registration Page is provided in order to participate in SPAWAR’s Electronic Commerce. To access I-Services, click [**i-Services**] from the Navigation Window (see Figure 13).

Figure 13: I-Services Page



I-Services provides the following links:

- **Register:** In order to participate in SPAWAR’s electronic commerce, you must have a valid Contractor E-CC user account. Click on this link to register for your E-CC account. Registered users may ask Questions on-line and submit Electronic Proposal on-line in response to an Open Solicitation. Once your registration request is submitted, it will be process by our Acquisition Team and you will be NOTIFIED by e-mail once your request is approved.
- **View/Update your User Registration Profile:** Use this link to UPDATE your E-CC User Profile (e.g., Phone Number change or Address Change)
- **Change Password:** Use this link to change your password.

- **FSCODE Subscription (NEW SPAWAR Solicitations Only!):** This subscription service will notify you by e-mail every time a NEW SPAWAR requirement is posted. Based, on your selected FSCode of Specialty, a notification will be sent to your e-mail address whenever a NEW SPAWAR requirement is posted on the E-CC.

NOTE: THE GOVERNMENT MAKES NO GUARANTEE OF E-MAIL NOTIFICATION. BEST PRACTICE WOULD BE FREQUENT VISITS TO THIS SITE (We are not responsible for DOWNTIME experienced by your Internet Service Provider)

- **Solicitation Subscription (Existing SPAWAR Solicitations Only):** Please see “Item No. 5 – Subscribing to a Solicitation” page 9 of this Users Guide.
- **Unsubscribe:** Click on this page if you want to be taken off our electronic mailing list.
- **Users Guide:** If you are reading this Users Guide you have successfully access this link. Enjoy!

Responding to a Market Survey

In order to submit a response to a Market Survey, you must have a current SPAWAR E-CC account and be logged into the e-CC website.

If you do not have an account, please click [**Register**] located at the top in the middle of the e-CC website.

After successfully logging in, please navigate to the Market Survey you wish to respond to using the command and view links in the left Navigation Window. Click [**Market Surveys**] and you will see a list of market surveys (see Figure 14).

Figure 14: Market Survey List

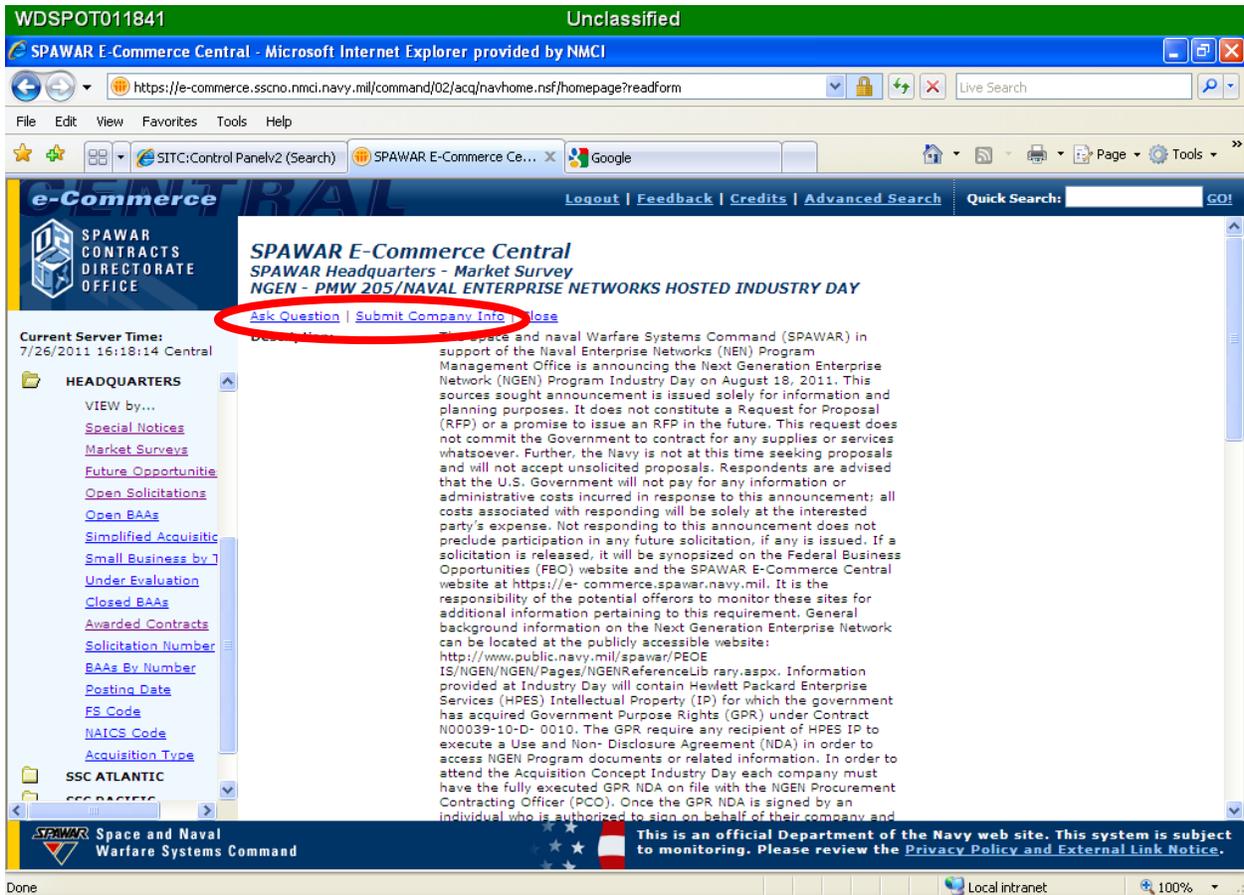
The screenshot shows a web browser window displaying the SPAWAR E-Commerce Central website. The page title is "Market Surveys SPAWAR Headquarters (HQ)". The browser address bar shows the URL: https://e-commerce.sscno.nmci.navy.mil/command/02/acq/navhome.nsf/homepage?readform. The website header includes "SPAWAR CONTRACTS DIRECTORATE OFFICE" and navigation links like "Logout", "Feedback", "Credits", and "Advanced Search". A "Quick Search" field is also present. The main content area displays a list of market surveys with columns for "Title" and "Last Modified". The list includes items such as "NGEN - PMW 205/NAVAL ENTERPRISE NETWORKS HOSTED INDUSTRY DAY" and "NGEN ACQUISITION CONCEPT #2 (AC2)". A left-hand navigation menu lists various categories like "HEADQUARTERS", "Special Notices", "Market Surveys", "Future Opportunities", etc. The footer contains the SPAWAR logo and text: "Space and Naval Warfare Systems Command" and a disclaimer: "This is an official Department of the Navy web site. This system is subject to monitoring. Please review the Privacy Policy and External Link Notice."

Title	Last Modified
NGEN - PMW 205/NAVAL ENTERPRISE NETWORKS HOSTED INDUSTRY DAY	07/26/2011 10:51 AM CDT
NGEN ACQUISITION CONCEPT #2 (AC2)	07/26/2011 09:32 AM CDT
NGEN-NMCI Enterprise Assets/Equipment Inventory-Release 1	07/15/2011 12:05 PM CDT
RFI-Thin Client/Zero Client/Ultra-Thin Client	07/12/2011 10:23 AM CDT
RFI-End User Communications and Collaboration (EUCC) as a Service	07/12/2011 09:53 AM CDT
Information Technology Asset Management (ITAM)	07/12/2011 06:28 AM CDT
NGEN ACQUISITION CONCEPT #1 (AC1)	06/22/2011 11:32 AM CDT
NGEN TECHNICAL DATA RELEASE - FIRST RELEASE	06/09/2011 11:33 AM CDT
NGEN SERVICES (38) TO CONTRACT SEGMENT ALIGNMENT	06/08/2011 04:13 PM CDT

Click on the market survey that you want to respond to and you will see a page that resembles figure 15 on the next page.

The Market Survey Page will contain links at the top of the page labeled “Ask Question” and “Submit Company Info” (see Figure 15)

Figure 15: Market Survey Page after a successful login



Click **[Ask Question]** if you would like to send a question to the contract specialist regarding this specific market survey.

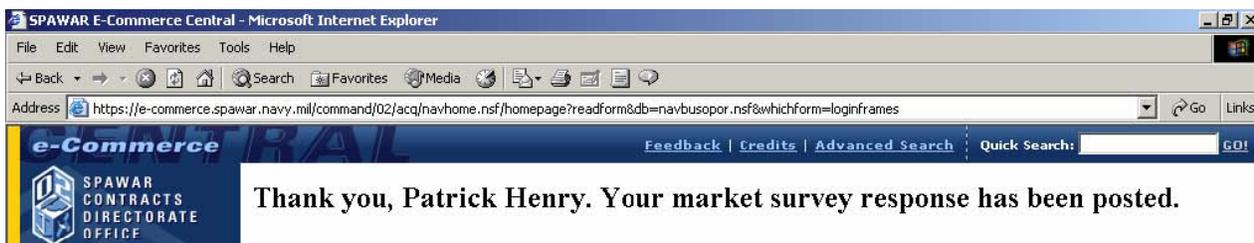
Click **[Submit Company Info]** link to open the submission form (see Figure 15). You may attach up to 10 files (including ZIP files but not self-extracting or executable files) with your submission (see Figure 16). If you need to submit more files than this, so indicate in the comments section and create additional responses as needed. Once you have submitted the form, the responsible contract specialist will receive an email notification of your submission. Note that unlike a proposal submission (detailed later in this document), you will NOT receive a submission receipt only a “thank you” message to indicate it was successful (see Figure 17). If you do not receive the thank you message, it is probable that the submission has failed for some reason, in which case you should contact the e-CC support desk for assistance.

Figure 16: Market Survey Response Submission Form

The majority of the form will be completed automatically from your registration profile. Fill out the “Comments” box if you choose. Add up to 10 files at a time by using the drop down arrow next to “1” and selecting the amount of files you are going to submit. Click **[Browse]** for each file you want to submit. Locate the file on your computer and highlight it and click **[Open]**. The file path will be

The amount of time necessary for the submission to complete will vary with the speed of your network connection, the size of the files being submitted, and the load on the e-CC server at the time of your submission. It is not uncommon for this process to take several minutes during which it may appear that the browser is not doing anything. Please **DO NOT** click any other links or buttons in during this process, as doing so is likely to terminate your submission with the resultant loss of all submitted data.

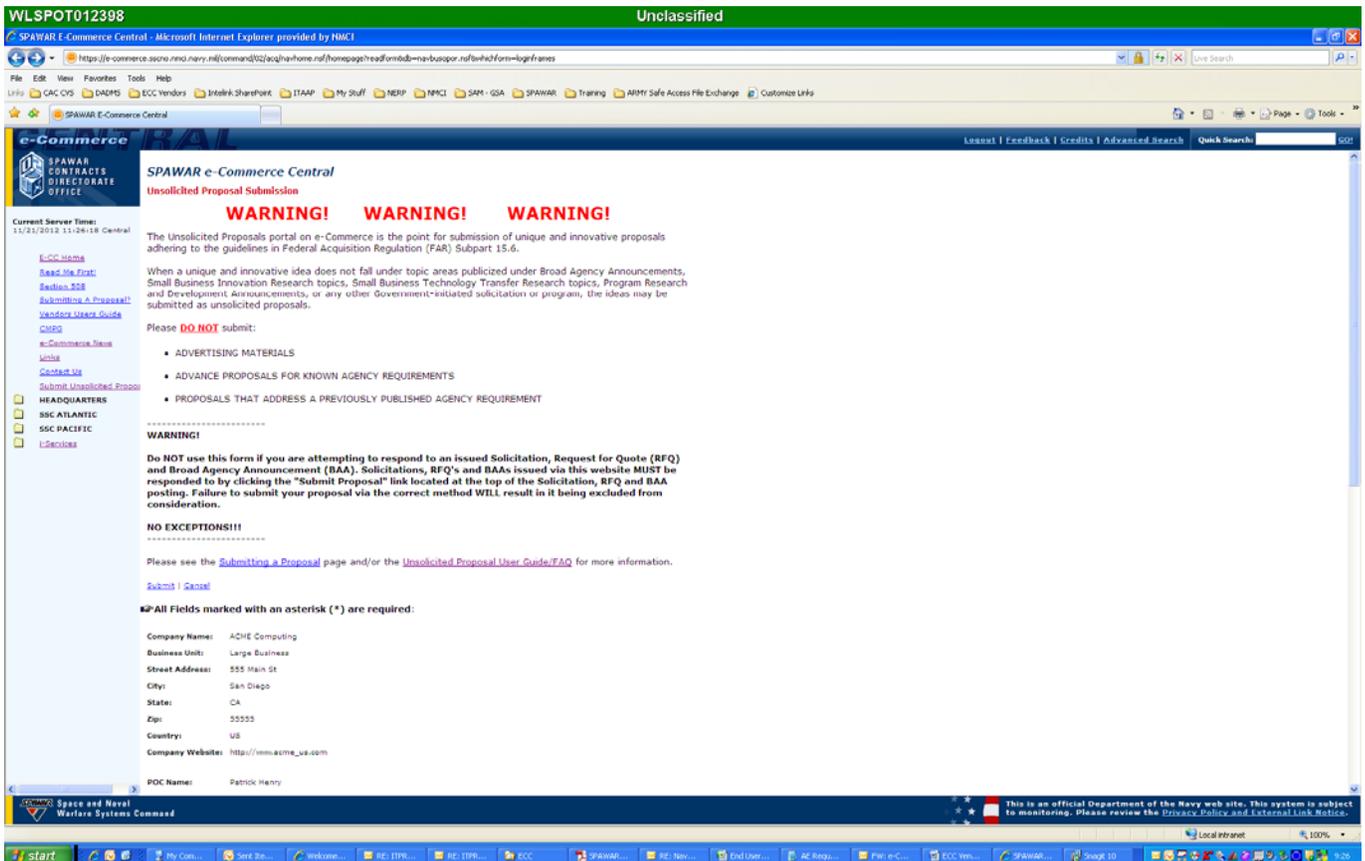
Figure 17: Market Survey Response Receipt



Submitting an Unsolicited Proposal

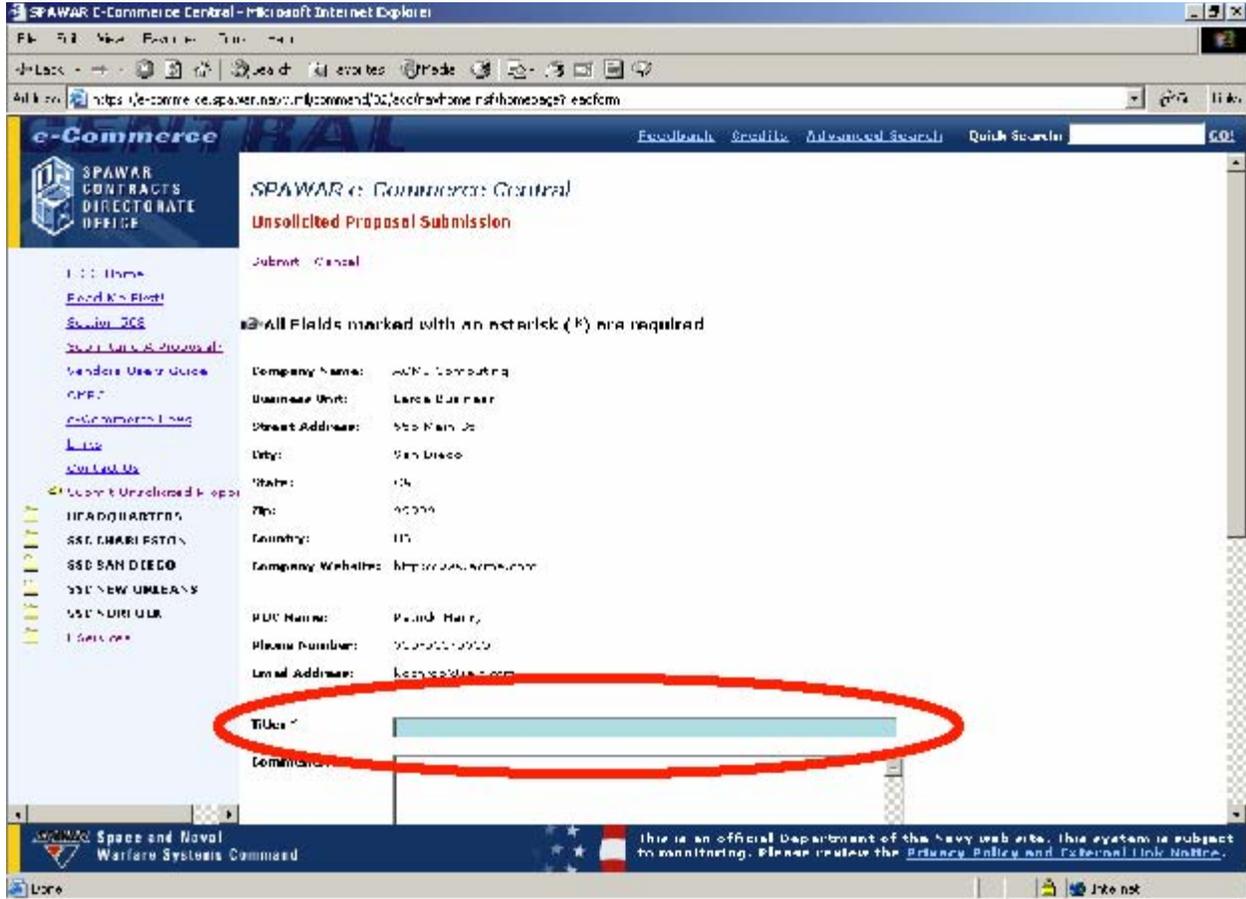
In some instances, you may wish to submit a proposal to SPAWAR for which no Request for Proposal has been issued. The e-CC website facilitates this in a manner very similar to that used for submitting Market Survey responses. First, you will need to have an active e-CC vendor account and be logged in with your account. Next, look for the “Submit Unsolicited Proposal” link in the e-CC Navigation Pane (see Figure 18)

Figure 18: After login message screen



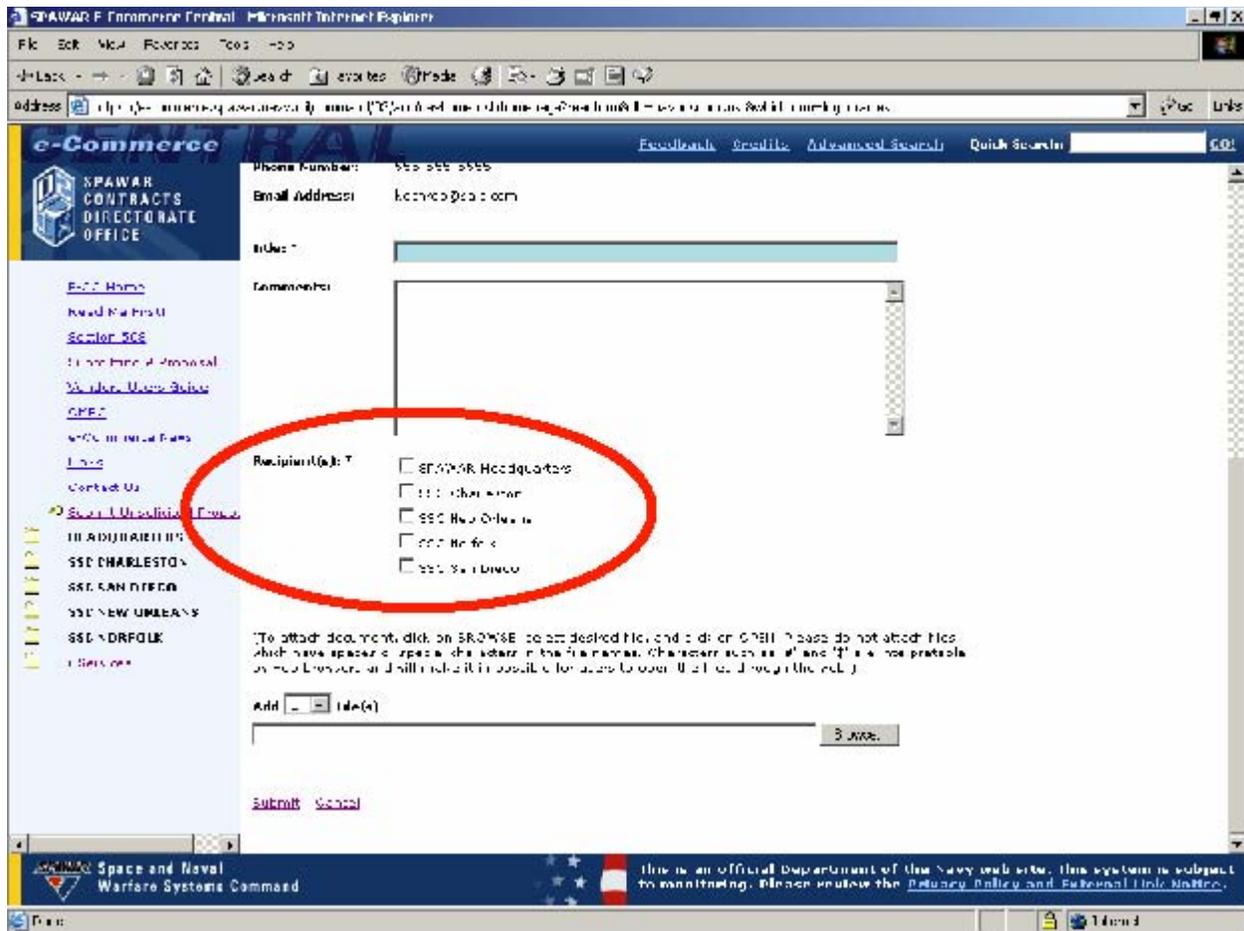
Click [**Submit Unsolicited Proposal**] and then the Unsolicited Proposal form will open in the main window. You will then complete this form and click [**Submit**]. Note that, as this is not a solicited proposal with a competition deadline, you will NOT be returned a submission receipt as you would with a solicited proposal. Instead, you will receive a “thank you message” to indicate that the submission was completed. Once the submission is complete, the Unsolicited Proposal POCs for the commands you selected in the Unsolicited Proposal form will be notified about your submission.

Figure 19: Unsolicited Proposal Submission Form (Top)



The top part of the form is automatically completed based on your registration data. You are required to provide a title for your submission, which will be the primary reference key used by the system. You may enter additional textual data in the comments section, although this is not required.

Figure 20: Unsolicited Proposal Submission Form (Bottom)



SPAWAR e-Commerce Central Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.spawar.mil/procurement/unsolicited-proposal-form.htm#...&id=...

e-Commerce

SPAWAR CONTRACTS DIRECTORATE OFFICE

Phone Number: 555-555-5555

Email Address: keevoc@spawar.com

Title:

Comments:

Recipient(s):

- SPAWAR Headquarters
- SSC Charleston
- SSC San Diego
- SSC Norfolk
- SSC San Diego

To attach document, click on SOURCE to attached files and click on OPEN to save do not attach files which have spaces or special characters in the filename. Characters such as / and \ in file names prohibits you to download and will make it impossible for users to open that file through the web.

Add [-] file(s)

Submit Cancel

Space and Naval Warfare Systems Command

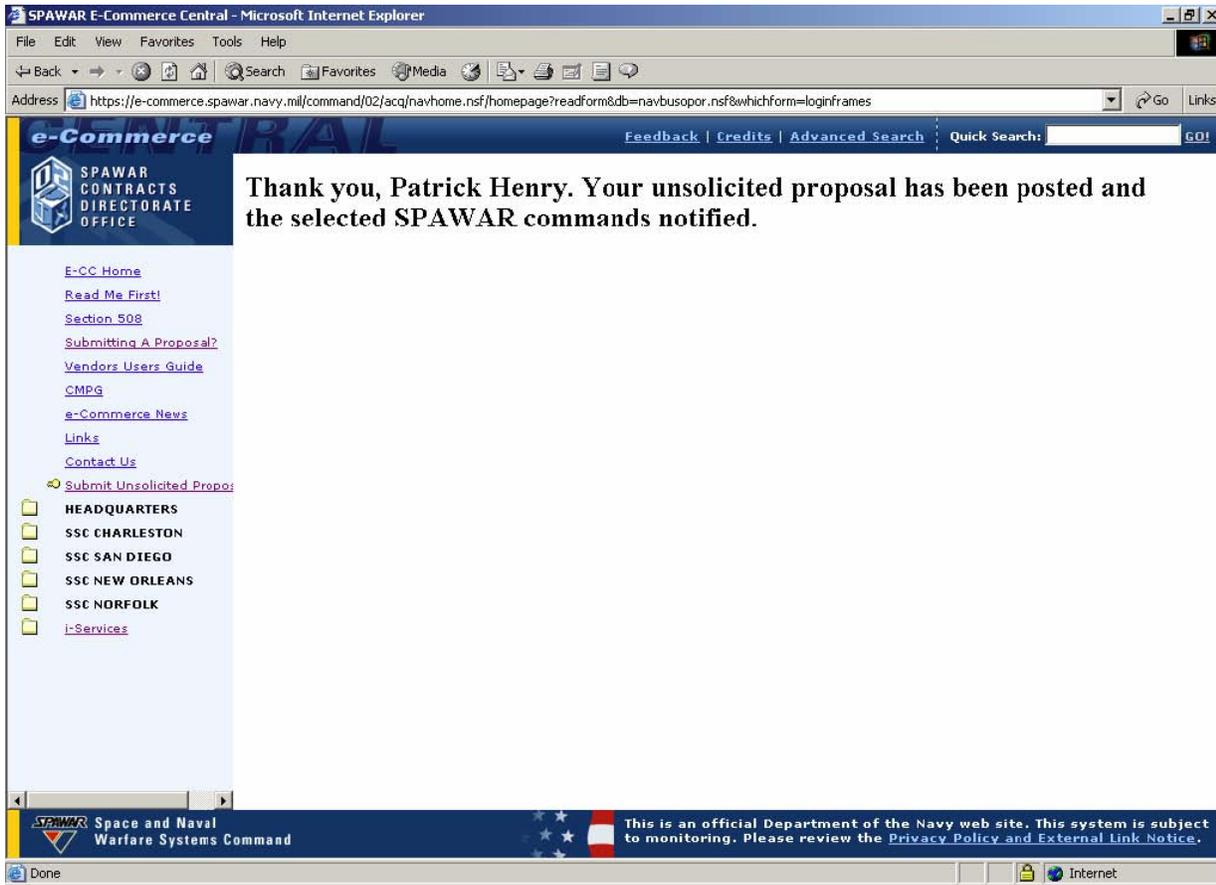
This is an official Department of the Navy web site. This system is subject to monitoring. Please review the Privacy Policy and External Link Notice.

As part of the unsolicited proposal submission, you are required to specify which SPAWAR commands you wish the submission to be sent to. You may select any or all of the commands in any combination, so long as at least one command is selected. If you do not select a command, you will not be able to submit the form.

You may submit up to 10 files simultaneously, including ZIP files, but you may not submit executable files of any sort (including self-extracting ZIP files).

The amount of time necessary for the submission to complete will vary with the speed of your network connection, the size of the files being submitted, and the load on the e-CC server at the time of your submission. It is not uncommon for this process to take several minutes during which it may appear that the browser is not doing anything. Please DO NOT click any other links or buttons in during this process, as doing so is likely to terminate your submission with the resultant loss of all submitted data.

Figure 21: Unsolicited proposal Submission Receipt

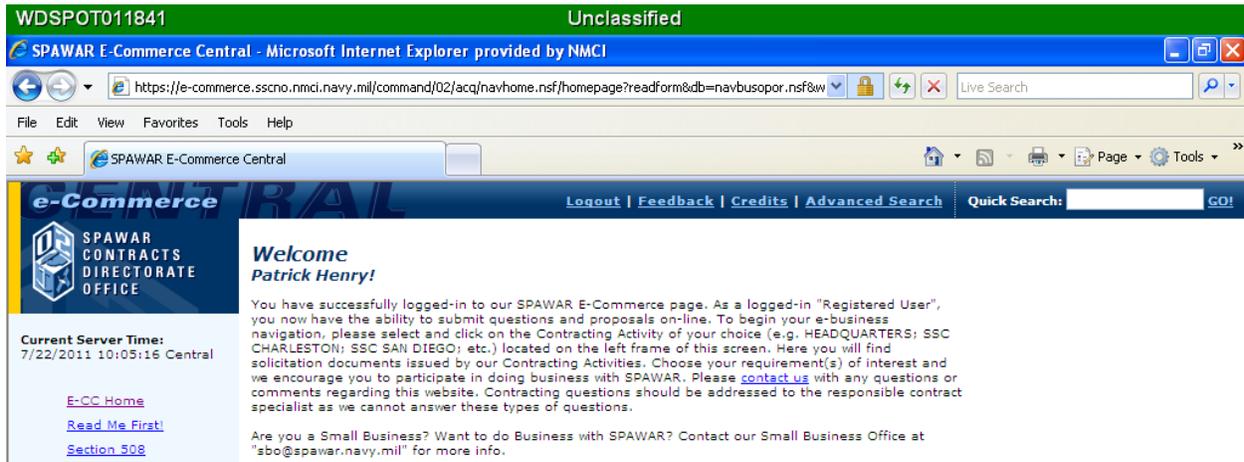


At this point, your unsolicited proposal submission is complete. Note that unlike a Market Survey Response or a Solicited Proposal submission, you will not be able to access or review your submission once you have submitted it.

Submitting your Electronic Proposal:

In order to submit your e-Proposal, you must have a valid SPAWAR E-CC account. If you don't have one, please visit our I-Services and Register. You must be LOGGED-IN to submit your e-Proposal. To LOG-IN, click [**Login**] located in the top left side of the Navigation Window. A login welcome page will open after you successfully login (see Figure 22).

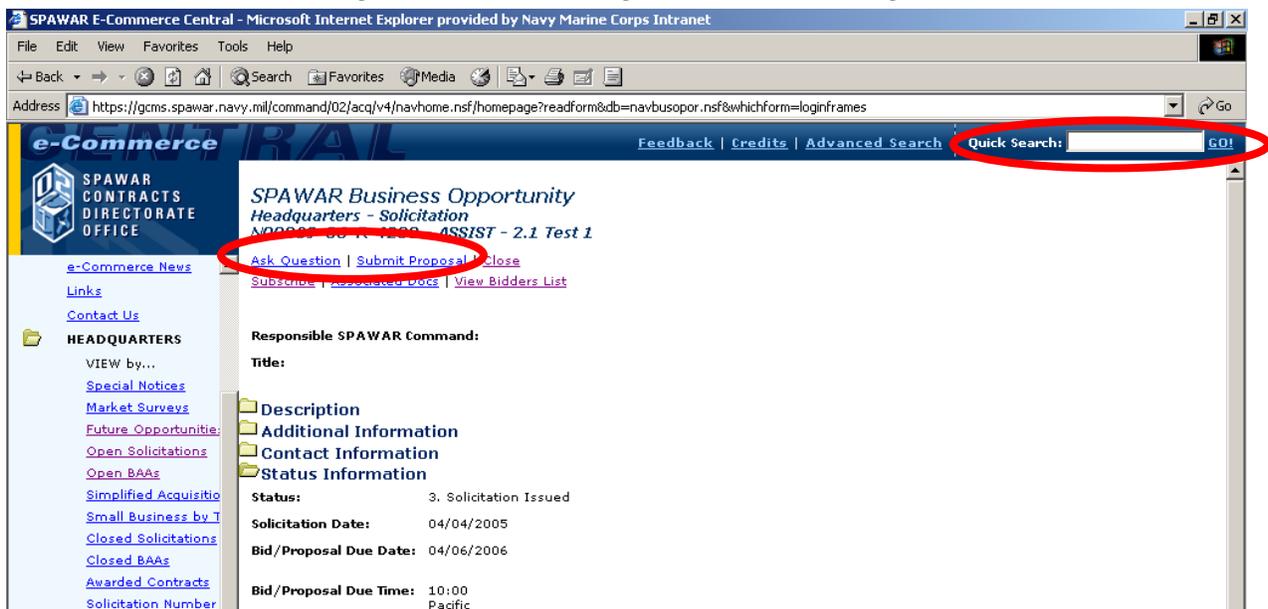
Figure 22: Login Welcome Page



After a successful login, type in the solicitation number (example, N00039-10-R-0001) in the “Quick Search” in the top right of the screen and click [**GO**]. Find the solicitation number in your results and click on the appropriate [**Solicitation Number**]. The Solicitation Page will now contain two active buttons found on the top of the page (see Figure 23 below)

Note: If you received an email with a direct link, use the link in the email to take you directly to that specific solicitation and log in and submit your response.

Figure 23: Solicitation Page after a Successful Login



The first active button (see Figure 23) on the top left of the solicitation page is the “Ask Question” button. Use this button to ask your Contract Specialist a question. You will receive an email notification including a URL link when the Specialist has posted a response to your question. Please note that the Specialist may opt to answer in another format (email, file attachment to the solicitation, etc.) at their discretion. The Question and Answer postings on the e-Commerce site are visible ONLY to you the Author of the question, the Contract Specialist and the Contracting Officer for the solicitation

The second active button (see Figure 23) on the top left of the solicitation page is the “Submit Proposal” button. Use this button to submit your e-Proposal on-line.

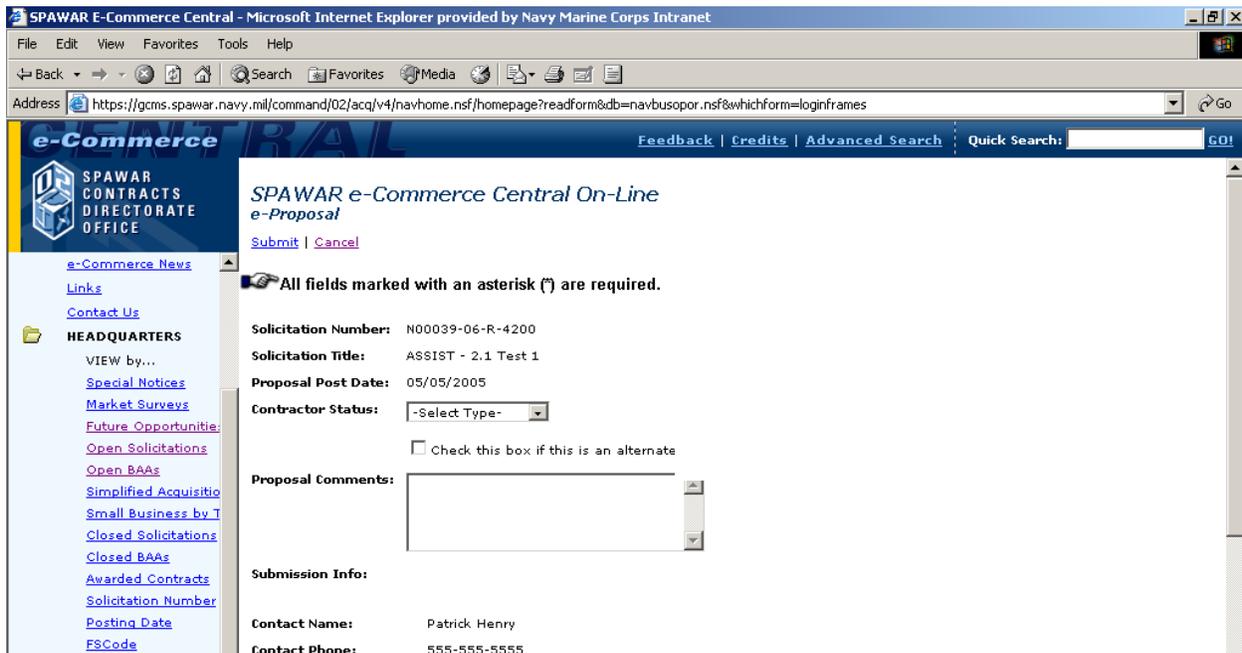
Fill in your e-Proposal form (see Figure 24) and attached your proposal files. You may attach up to ten (10) files to the form as part of the upload. If you have more than ten (10) files, you may need use a compression utility such as WinZip to condense the files to 10 or fewer. It is recommended that you contact the responsible Contract Specialist for specific instructions. You should also contact the Contract Specialist regarding submission of Alternate Proposals.

Contractor Status: Select Prime Contractor if you are the prime and Subcontractor if you are a subcontractor to a Prime and if so type in the Prime Contractor name in the field provided.

Proposal Comments, only type letters and numbers and commas and periods in this field.

Once completed, including any attached files click on [**Submit**] either in the top left or bottom left of the screen.

Figure 24: The e-Proposal Form



The screenshot shows a web browser window titled "SPAWAR E-Commerce Central - Microsoft Internet Explorer provided by Navy Marine Corps Intranet". The address bar shows the URL: <https://gcmcs.spawar.navy.mil/command/02/acq/v4/navhome.nsf/homepage?readform&db=navbusopor.nsf&whichform=loginframes>. The page content includes a navigation menu on the left with links like "e-Commerce News", "Links", "Contact Us", and "HEADQUARTERS". The main content area is titled "SPAWAR e-Commerce Central On-Line e-Proposal" and contains the following form fields:

- Solicitation Number:** N00039-06-R-4200
- Solicitation Title:** ASSIST - 2.1 Test 1
- Proposal Post Date:** 05/05/2005
- Contractor Status:** A dropdown menu currently showing "-Select Type-". Below it is a checkbox labeled "Check this box if this is an alternate".
- Proposal Comments:** A large text area for entering comments.
- Submission Info:**
 - Contact Name:** Patrick Henry
 - Contact Phone:** 555-555-5555

At the top of the form area, there are links for "Submit" and "Cancel". A note at the top of the form states: "All fields marked with an asterisk (*) are required."

	Contact E-Mail Address: mia@nosc.mil
	Company Name: ACME Computing Street Address: 555 Main St City: San Diego State: CA Zip: 99999
e-Commerce News Links Contact Us	Authorized Reader List: Patrick Henry, Edwin A McGinnis, Toy J Walker
HEADQUARTERS VIEW by... Special Notices Market Surveys Future Opportunities Open Solicitations Open BAAs Simplified Acquisition Small Business by T Under Evaluation Closed BAAs Awarded Contracts Solicitation Number BAAs By Number Posting Date FS Code NAICS Code Acquisition Type	<p>BEFORE SUBMITTING YOUR E-PROPOSAL PLEASE MAKE SURE THAT YOU HAVE READ AND ARE IN COMPLIANCE WITH SECTION L OF THE SOLICITATION. THANK YOU IN ADVANCE FOR PARTICIPATING IN SPAWAR'S E-COMMERCE.</p> <p>(To attach document, click on BROWSE, select desired file, and click on OPEN. Please do not attach files which have spaces or special characters in the file names. Characters such as '#' and '\$' are interpretable by web browsers and will make it impossible for users to open the files through the web.)</p>
SSC ATLANTIC SSC PACIFIC	Add 1 File(s) <input type="text"/> <input type="button" value="Browse..."/>
	Modification Tracking Created By: Patrick Henry Created Date: 07/22/2011 Submit Cancel

After submitting your e-proposal, a confirmation receipt page will open (see Figure 25). This page is your receipt and it contains the recorded time stamps and a REFERENCE KEY for your transaction upload of your e-proposal. Please print this page for your records. This is your verification that the upload was successful. If you do not get this page, please contact the SPAWAR paperless help desk immediately at 858-537-0644.

Figure 25: E-Proposal Receipt

SPAWAR E-Commerce Central - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

Address: <https://gcnsc.spawar.navy.mil/command/02/acq/v4/navhome.nsf/homepage?readform&db=navbusopor.nsf&whichform=loginframes>

e-Commerce Feedback | Credits | Advanced Search | Quick Search: GO!

SPAWAR CONTRACTS DIRECTORATE OFFICE

*Your proposal has been received.
Please print this screen as a confirmation of your response.*

Solicitation Number: N00039-06-R-4200
Solicitation Title: ASSIST - 2.1 Test 1
Reference Key: INTN-6C4M9U
Company Name: ACME Computing
Company Address: 555 Main St
 San Diego CA 99999
User Name: Patrick Henry
User IP Adrs: 10.0.14.203

Proposal form opened at 05/05/2005 09:25:17 AM Pacific
 Submission started at 05/05/2005 09:30:58 AM Pacific
 Submission completed at 05/05/2005 09:30:58 AM Pacific
 No attachments received.

If you have any questions regarding this message or the solicitation in question, please contact the SPAWAR e-Commerce [webmaster](#) for more information.

[Print this page](#)

The TIMELINESS of your e-Proposal submission will be based on contents of the E-Proposal Receipt.

Please make sure you reserve ample time to submit your proposal over the Internet to the SPAWAR E-Commerce Central. **Do not wait until the last minute to submit your proposal.** Your proposal posting time will depend upon the size of your file(s), the bandwidth of your connection, and the amount of traffic on the network at that particular time. Once the submission has started, do not navigate away from the page, or take any other action until the receipt page has displayed. If you do so, it will terminate the upload. Large proposals submitted at peak times make take one minute per MB or more to transfer, so please be patient. It is your responsibility to ensure your proposal upload to the SPAWAR E-CC website has **completed** prior to the

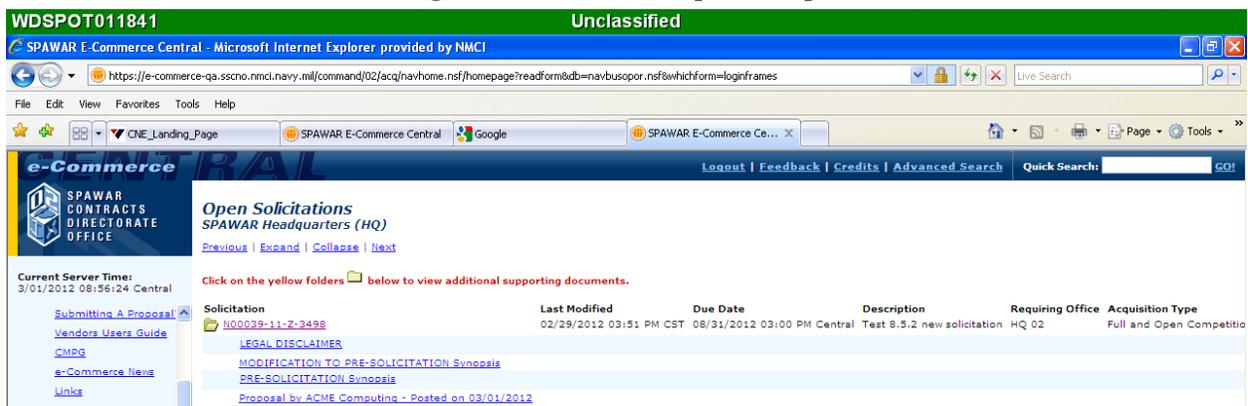
Government's posted solicitation receipt deadline. Proposals that do not complete the upload prior to the receipt deadline may be considered late. Contact the responsible Contract Specialist to determine the policy for the specific solicitation.

Withdrawing your Electronic Proposal:

To withdraw your proposal follow the below steps:

1. Click on the appropriate folder [**Headquarters or SSC Atlantic or SSC Pacific**].
2. Click on [**Open Solicitations**].
3. Click on the [**yellow folder**] to the left of the solicitation number that you submitted your proposal to that you want to withdraw.
4. Click on the line entry that shows your proposal, [**Proposal by...**].
5. At the top of the page, click on [**Withdraw Proposal**].
6. You may type in the “Withdrawal Comments” box (Optional).
7. Click [**Submit**].
8. You will get 2 pop up messages, one after the other, click [**OK**] on each one if you want to complete your request to withdraw your proposal.

Figure 26: Withdraw Proposal (Step 4)



WDSPT011841 Unclassified

SPAWAR E-Commerce Central - Microsoft Internet Explorer provided by NMCI

https://e-commerce-qa.sscno.nmci.navy.mil/command/02/acq/navhome.nsf/homepage?readform&db=navbusopor.nsf&whichform=loginframes

File Edit View Favorites Tools Help

SPAWAR E-Commerce Central Google SPAWAR E-Commerce Co...

Logout | Feedback | Credits | Advanced Search Quick Search: GO!

e-Commerce

SPAWAR CONTRACTS DIRECTORATE OFFICE

Open Solicitations
SPAWAR Headquarters (HQ)

[Previous](#) | [Expand](#) | [Collapse](#) | [Next](#)

Click on the yellow folders  below to view additional supporting documents.

Solicitation	Last Modified	Due Date	Description	Requiring Office	Acquisition Type
 N00039-11-Z-3498	02/29/2012 03:51 PM CST	08/31/2012 03:00 PM Central	Test 8.5.2 new solicitation	HQ 02	Full and Open Competition
LEGAL DISCLAIMER					
MODIFICATION TO PRE-SOLICITATION Synopsis					
PRE-SOLICITATION Synopsis					
Proposal by ACME Computing - Posted on 03/01/2012					

Current Server Time: 3/01/2012 08:56:24 Central

[Submitting A Proposal](#) | [Vendors Users Guide](#) | [CMPG](#) | [e-Commerce News](#) | [Links](#) | [Contact Us](#)

PLEASE NOTE:

- a. The SPAWAR E-Commerce Central Web Site uses the Industry Standard Secure Socket Layer – SSL encryption. This encryption prevents unauthorized inspection of any document while in transit.
- b. When a Solicitations due date has passed or is Closed, Users will not be able to submit their e-Proposals.
- c. Your e-Proposal PAGE can ONLY be VIEWED by YOU the AUTHOR (Logged-In user during the time of the Submission/Upload) of the page, the Contract Specialist and the Contracting Officer.
- d. The actual e-Proposal attachments will be stored in SECURED CONTAINER and can be viewed ONLY by the Contract Specialist and Contracting Officer.
- e. **PLEASE READ THE “Submitting a Proposal?” page very carefully.** The “Submitting a Proposal” page can be found in the SPAWAR E-CC Navigation Window.

If you have questions or comments regarding our website, please contact the SPAWAR Contracts Directorate, Paperless Initiatives Management Branch, Help Desk using one of the following methods:

By phone at 858-537-0644;

Helpdesk Hours of Operation:

Mon – Thur: 7:00am to 4:00pm PST

Fri: 7:00am – 3:00pm PST

By email at paperless.spawar@navy.mil;

By U.S. Postal Service -

Space & Naval Warfare Systems Command
Contracts Directorate Office, 02
Paperless Initiatives Mgmt Branch
4301 Pacific Highway
San Diego CA 92110-3127

We Thank You for your interest on the SPAWAR E-Commerce Central.
Your One Stop Shop for Doing Business with SPAWAR.
