

Space and Naval Warfare Systems Command

**A Quick Guide to the SPAWAR E-Commerce Central
(E-CC)**



Published By



Space and Naval Warfare Systems Command
Contracts Directorate Office

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1. The 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.

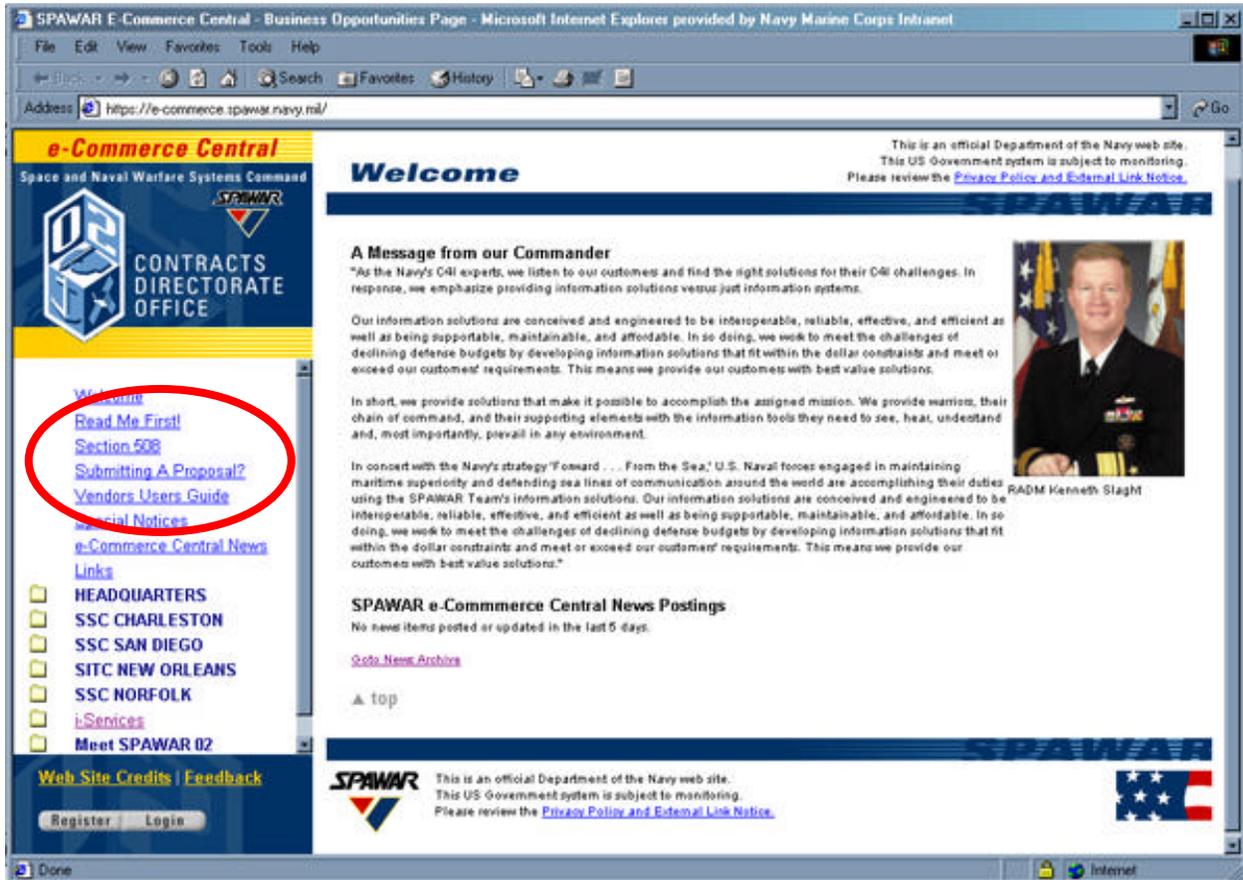
* SPAWAR requirements on this guide refer to requirements issued by the SPAWAR Acquisition Team. The SPAWAR Acquisition Team consists of SPAWAR HQ, SPAWAR System Center Charleston, SPAWAR System Center San Diego, SITC New Orleans and SPAWAR System Center Norfolk.



i. Welcome Page

2. Doing Business with SPAWAR

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



ii. Read Me First and Submitting a Proposal link

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 on the yellow FOLDER (📁) next to “HEADQUARTERS”. If your interest is doing business with SPAWAR System Centers Charleston, San Diego, Norfolk or SITC New Orleans, click on the corresponding FOLDER (📁) next to that organization.

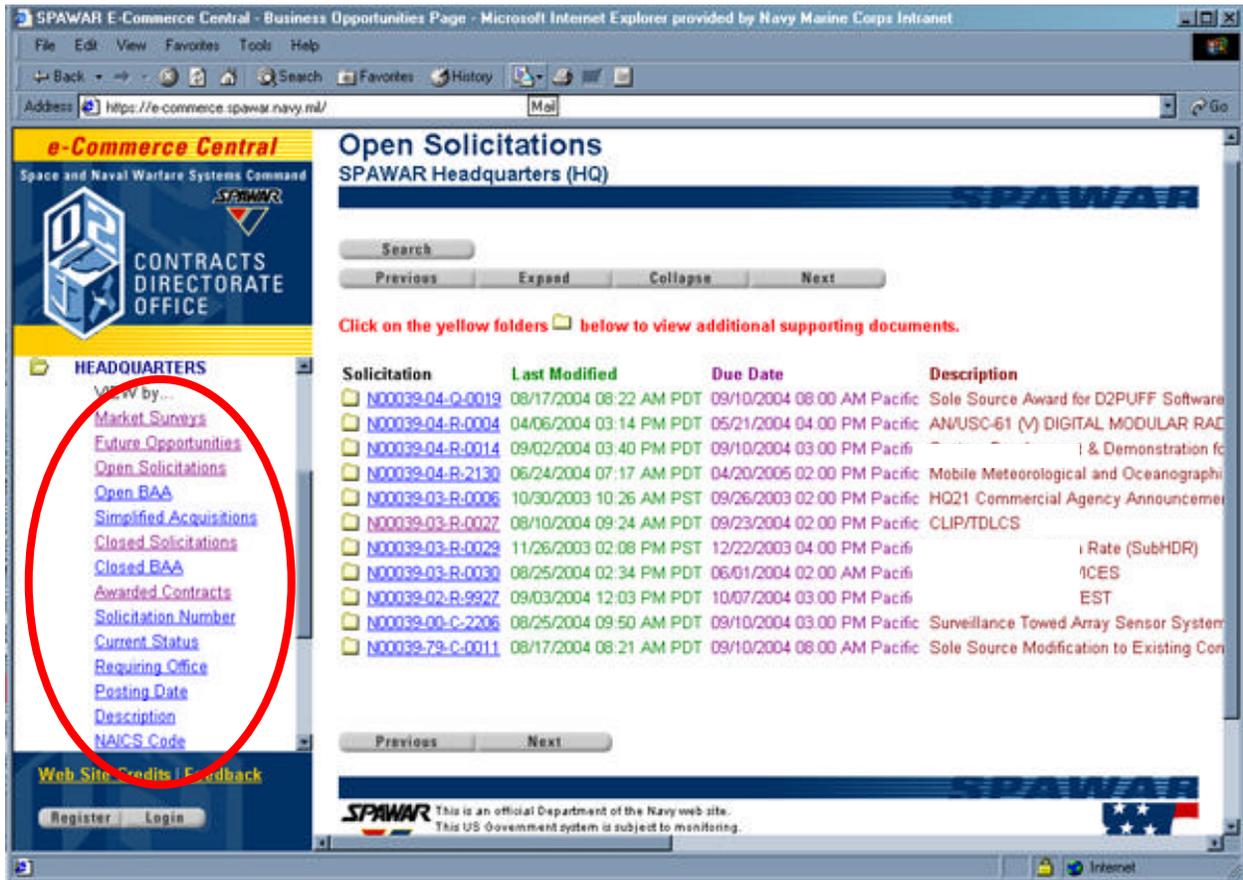


iii. Viewing Solicitations from each Command

3. Viewing SPAWAR Requirements: 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. **CBD Category**
- Follow this link to view SPAWAR requirements sorted by CBD/FSC Code.
- xvi. **Acquisition Type**
- Follow this link to view SPAWAR requirements sorted by Acquisition Type (e.g., Sole Source, 8a Set-aside etc.)

3. Viewing SPAWAR Requirements (continuation..)



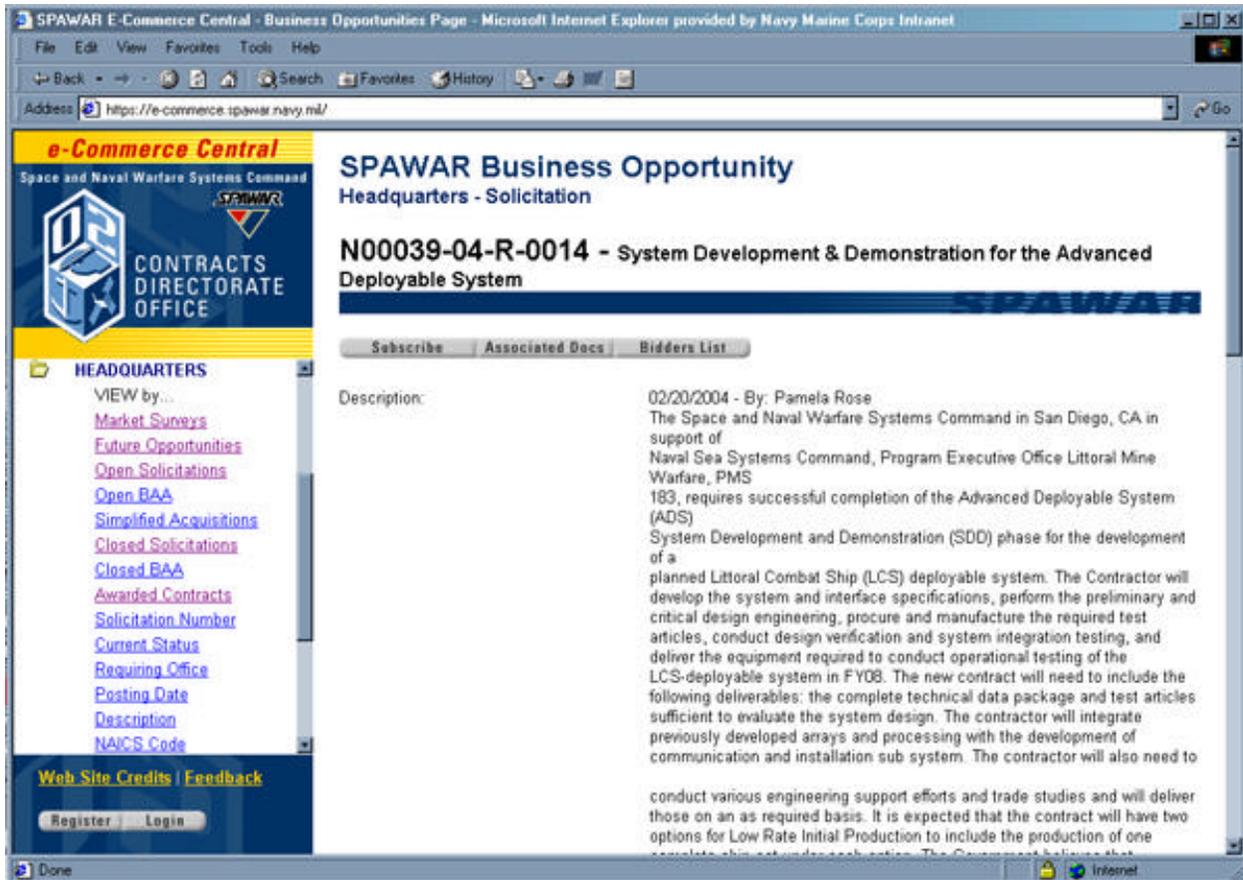
iv. Viewing SPAWAR Requirements

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 (see Illustration iv above). From the Main Window, click on a Solicitation Number. This opens the Solicitation page for that particular requirement.

4. The Solicitation Page

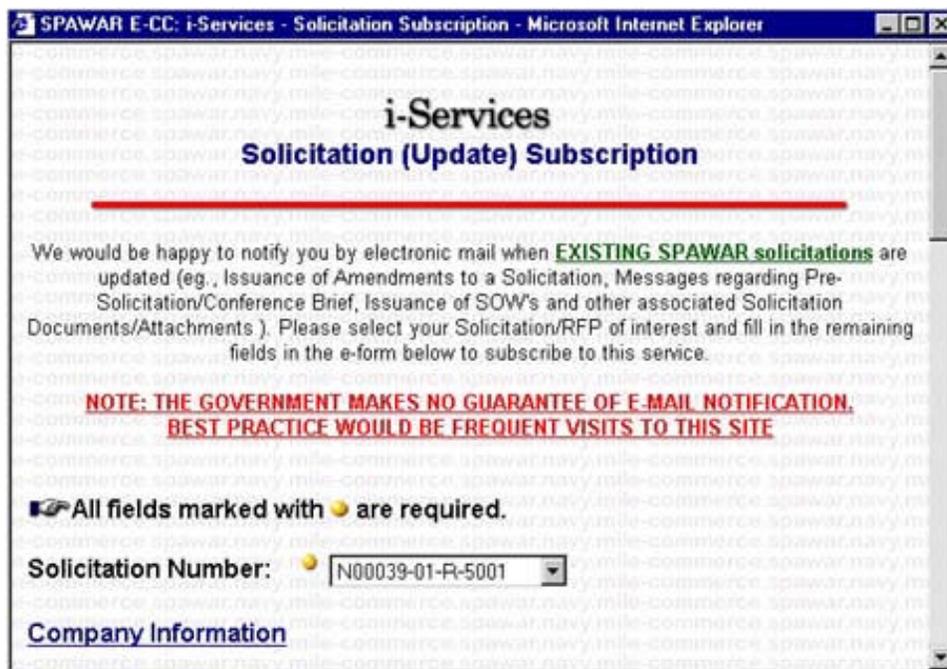
The Solicitation Page will provide you with some key information needed in order to do business with SPAWAR. The illustration below shows a refresh page after a particular Solicitation Number was selected.



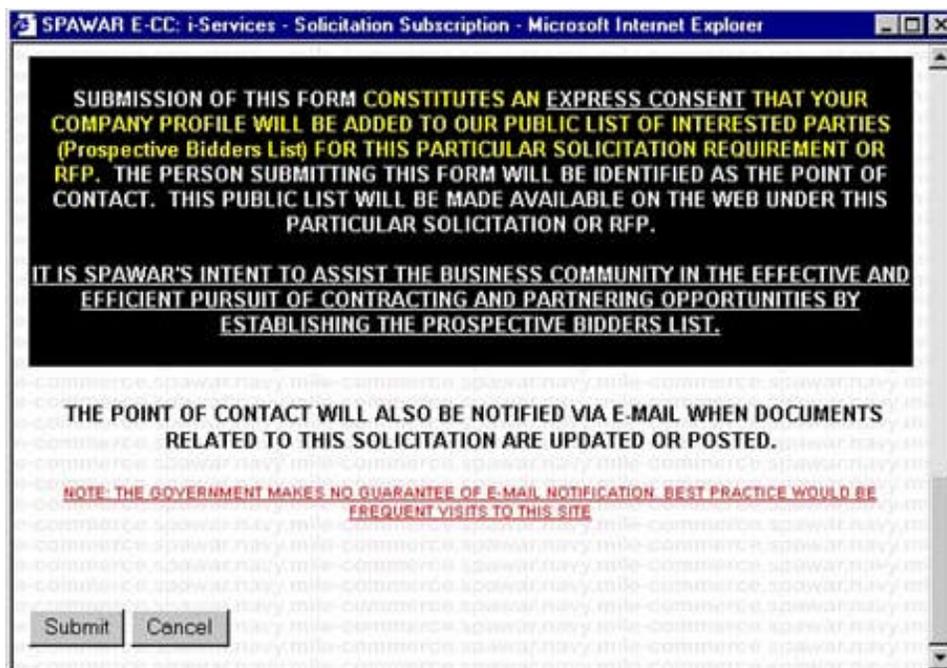
v. The Solicitation Page

5. Subscribing to a Solicitation:

In order to subscribe to a particular Solicitation, choose your Solicitation Number of interest. Click on “Subscribe to this 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. 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).



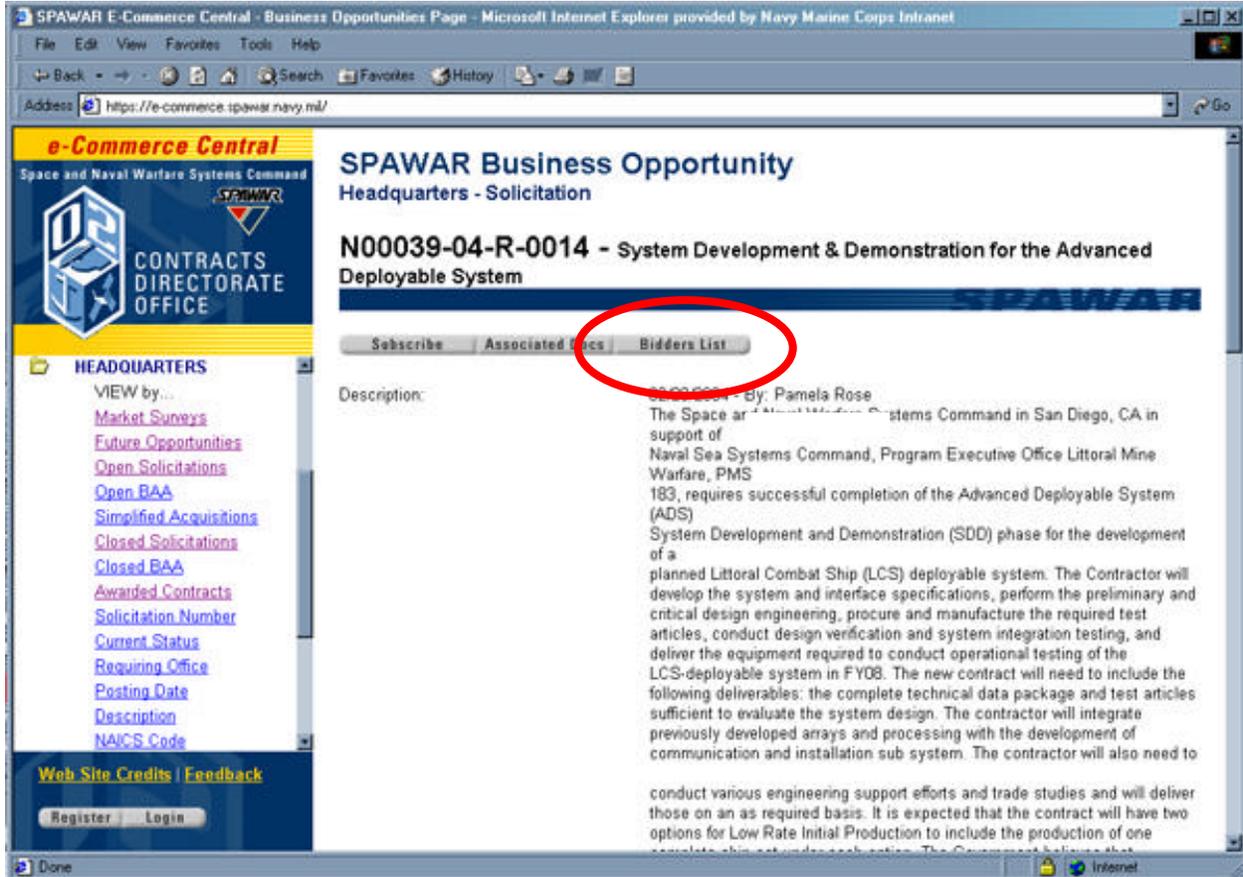
vi. Top Part of the Solicitation (Update) Subscription e-Form



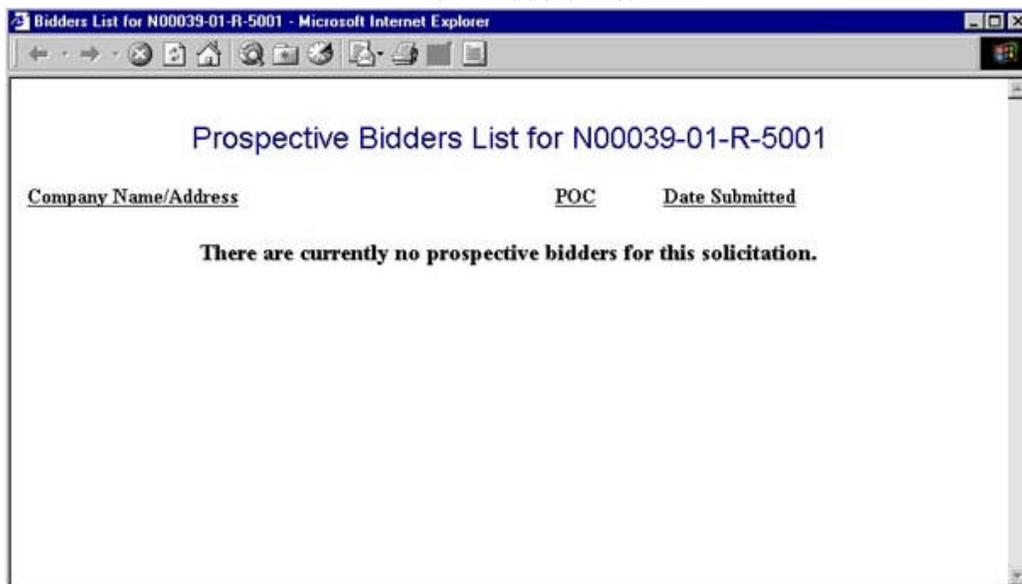
vii. Bottom Part of the Solicitation (Update) Subscription e-Form

6. Bidders List:

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



viii. View Bidders List Link

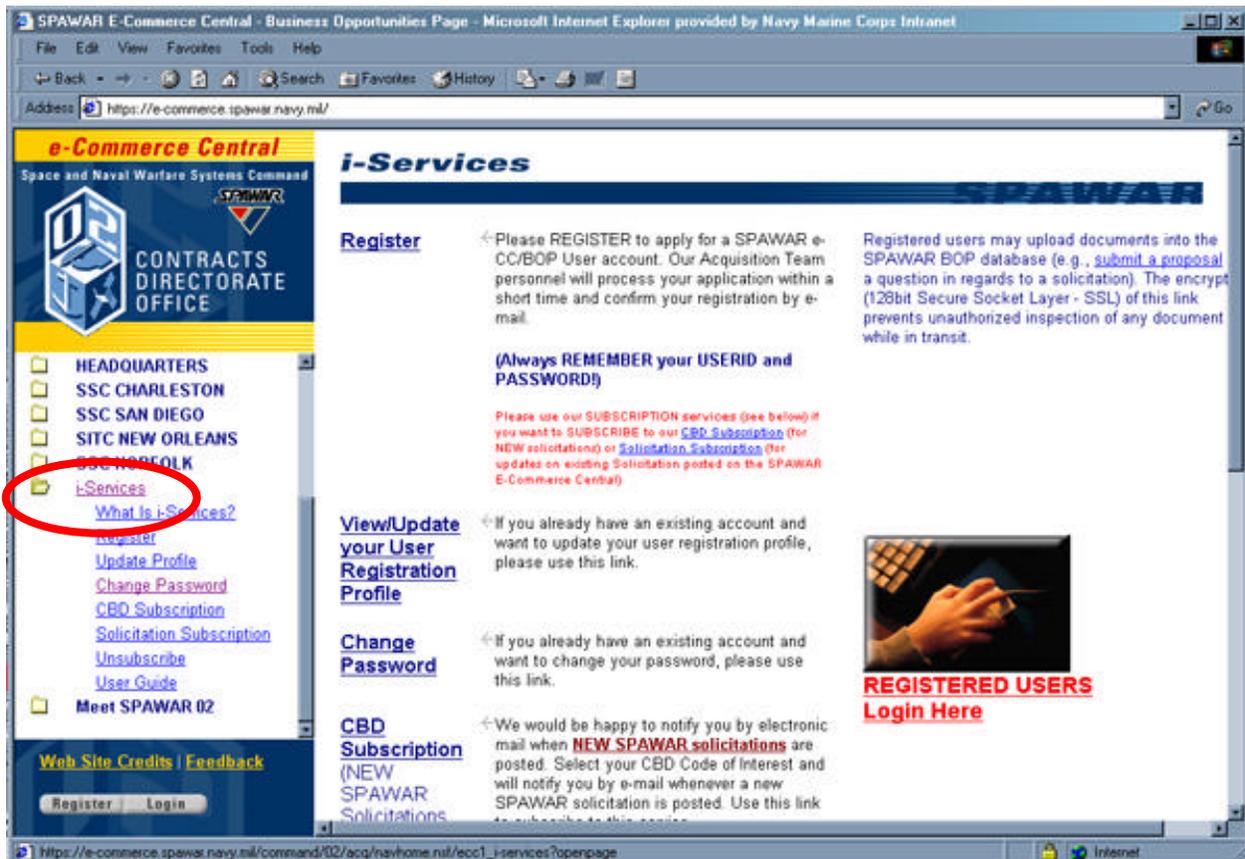


ix. Bidders List Page

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

7. 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 on the yellow folder next to "I-Services" from the Navigation Window (see illustration ix.).



x. 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 page 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.
- **CBD 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 CBD Code of Specialty, a notification will be sent to your e-mail address whenever a

NEW SPAWAR requirement is posted on the E-CC.

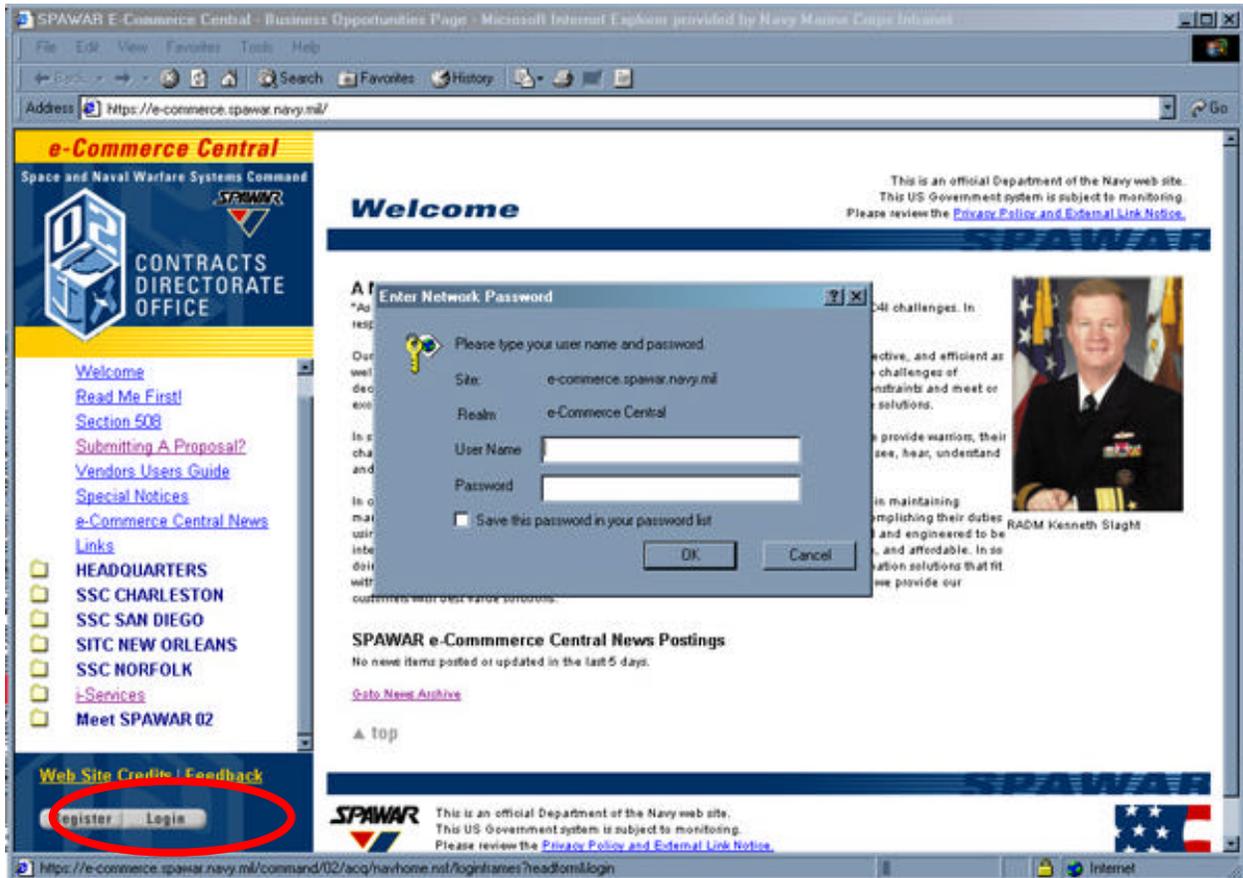
NOTE: THE GOVERNMENT MAKES NO GUARANTEE OF E-MAIL NOTIFICATION. BEST PRACTICE WOULD BE FREQUENT VISITS TO THIS SITE (We are not responsible for DOWNTIME experienced by your Internet Service Provider)

- **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!

8. 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.

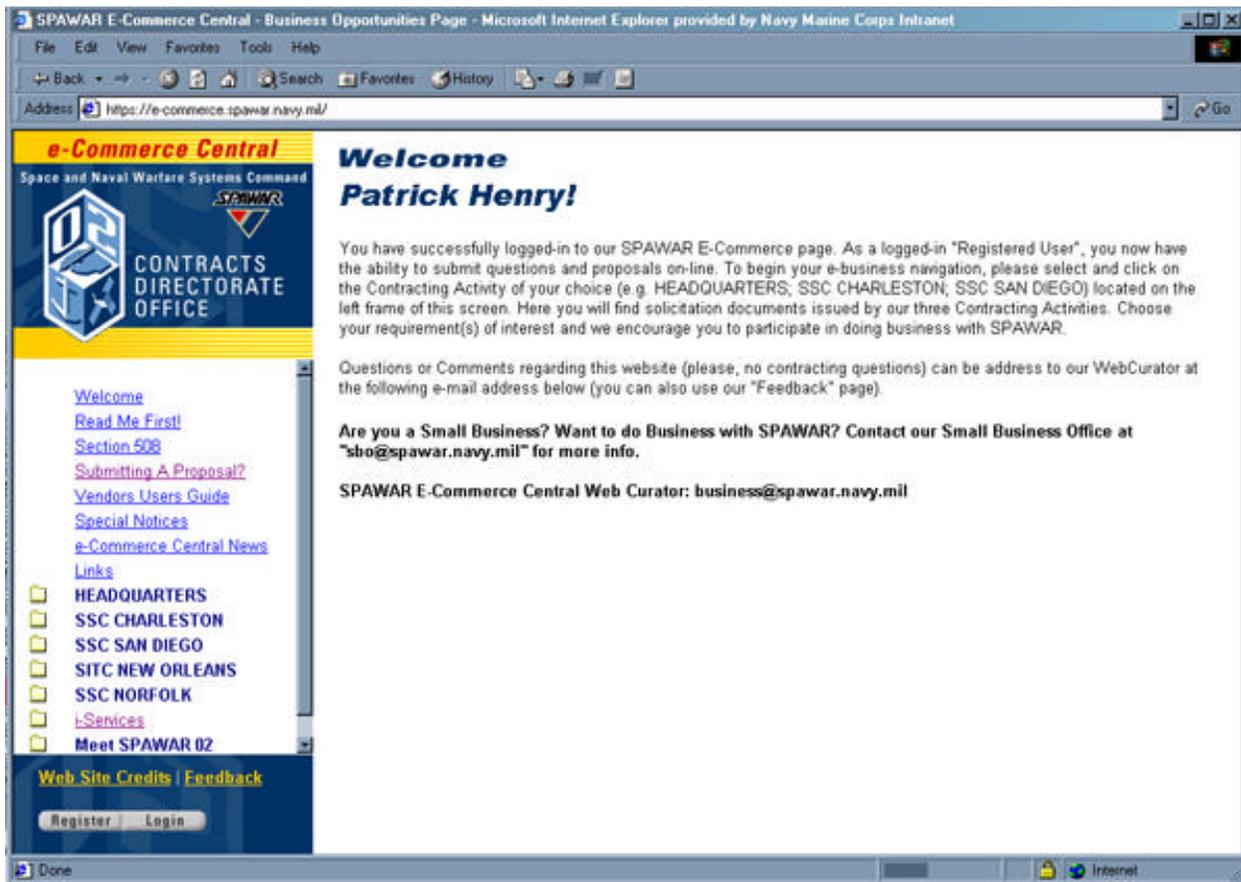
You must be LOGGED-IN to submit your e-Proposal. To LOG-IN, click on "Login" located on the left bottom corner of the Navigation Window (see illustration xi).



xi. Registered Users Login Prompt

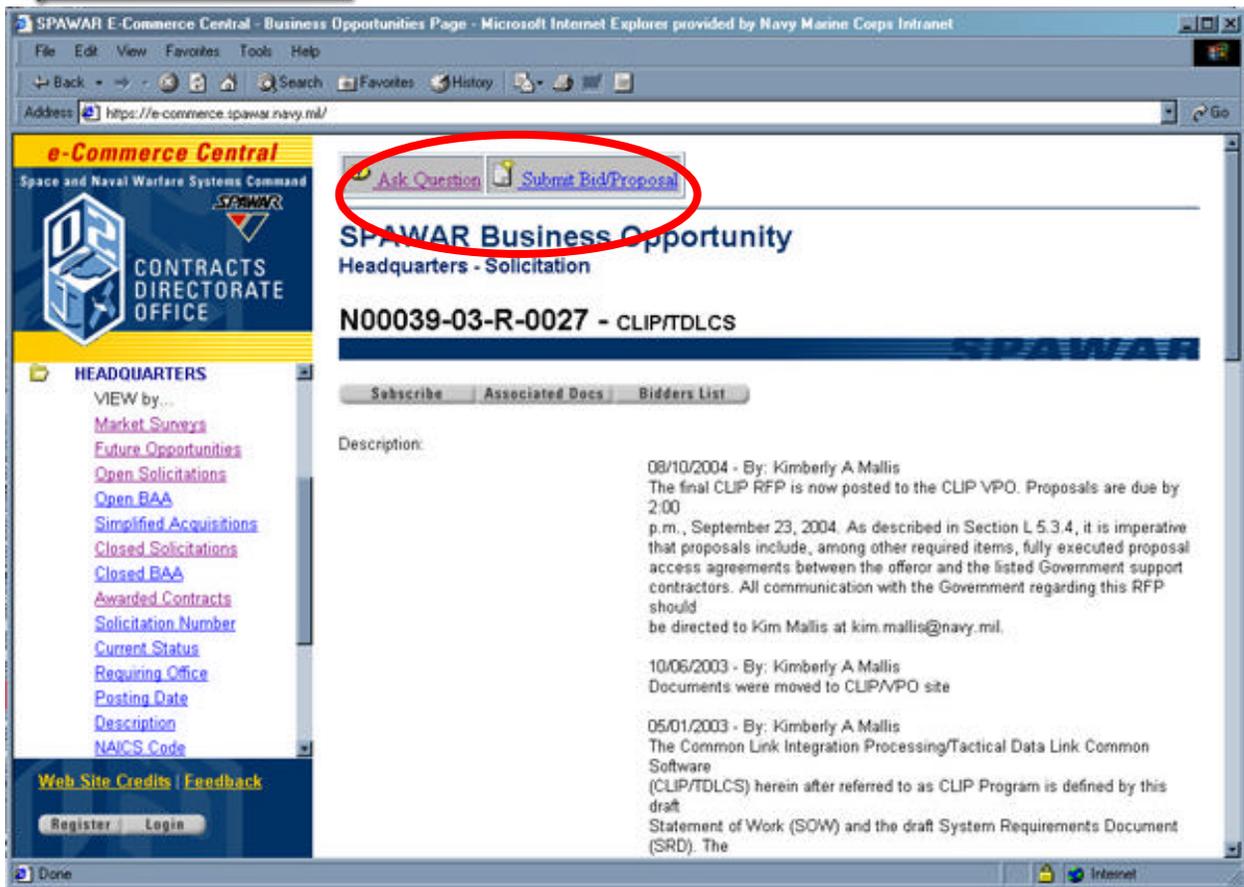
8. Submitting your E-Proposals (continuation)

A login welcome page will open after your successful login (see illustration xii.).



xii. Login Welcome Page

After a successful login, please click on your Solicitation Number of interest. The Solicitation page will now contain two active buttons found on the top of the page (see illustration xiv.)



xiii. Solicitation Page after a Successful Login

The first active button (see illustration xiii.) on the top left of the solicitation page is the “Ask Question” button. Use this button to ask your Contract Specialist a question on-line. The Question and Answer is visible ONLY to you the Author of the question, the Contract Specialist and the Contracting Officer.

The second active button (see illustration xiii.) on the top right of the solicitation page is the “Submit Bid/Proposal” button. Use this button to submit your e-Proposal on-line.

Fill in your e-Proposal form (see illustration xiv and xv.) and attached your proposal files. Please contact your Contract Specialist regarding submission of Alternate Proposals.

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

Address: https://e-commerce.spawar.navy.mil/

e-Commerce Central

Space and Naval Warfare Systems Command



CONTRACTS DIRECTORATE OFFICE

HEADQUARTERS

VIEW by...

- [Market Surveys](#)
- [Future Opportunities](#)
- [Open Solicitations](#)
- [Open BAA](#)
- [Simplified Acquisitions](#)
- [Closed Solicitations](#)
- [Closed BAA](#)
- [Awarded Contracts](#)
- [Solicitation Number](#)
- [Current Status](#)
- [Requiring Office](#)
- [Posting Date](#)
- [Description](#)
- [NAICS Code](#)

[Web Site Credits](#) | [Feedback](#)

SPAWAR e-Commerce Central On-Line

e-Proposal

All fields marked with * are required.

Solicitation Number: N00039-03-R-0027

Solicitation Title: CLIP/TDLCS

Proposal Post Date: 09/21/2004

Contractor Status:

Check this box if this is an alternate proposal.

Proposal Comments:

Submission Info:

Contact Name: Patrick Henry

Contact Phone: 555-555-5555

Contact E-Mail Address: misa@nosc.mil

xiv. The e-Proposal Form – Top

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

Address: https://e-commerce.spawar.navy.mil/

e-Commerce Central

Space and Naval Warfare Systems Command



CONTRACTS DIRECTORATE OFFICE

HEADQUARTERS

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- [Current Status](#)
- [Requiring Office](#)
- [Posting Date](#)
- [Description](#)
- [NAICS Code](#)

[Web Site Credits](#) | [Feedback](#)

Company Name:

Street Address: 555 Main St

City: San Diego

State: CA

Zip: 95559

Authorized Reader List: Patrick Henry, Thomas A Kruza, Kimberly A Mallis

BEFORE SUBMITTING YOUR E-PROPOSAL PLEASE MAKE SURE THAT YOU HAVE READ AND ARE IN COMPLIANCE WITH SECTION I OF THE SOLICITATION. THANK YOU IN ADVANCE FOR PARTICIPATING IN SPAWAR'S E-COMMERCE.

(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.)

ADD FILE

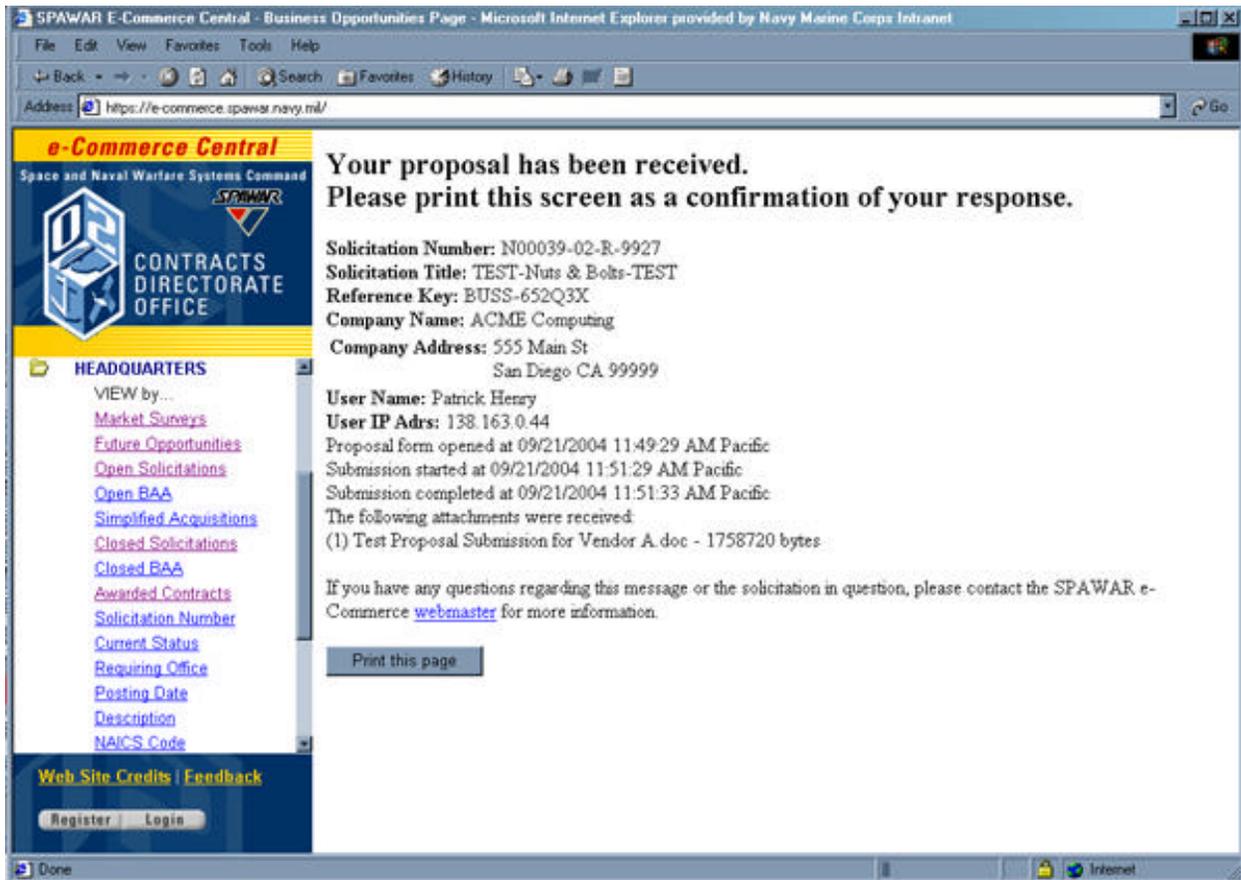
Modification Tracking:

Created By: Patrick Henry
Created Date: 09/21/2004

xv. The e-Proposal Form - Bottom

8. Submitting your E-Proposals (continuation)

After submitting your e-proposal, a confirmation receipt page will (see illustration xvi.) open. This page is your receipt and it contains the recorded time stamps and a REFERENCE KEY during your transaction upload of your e-proposal. Please print this page for your records. This is your copy!! The SPAWAR Acquisition Team automatically keeps a copy of this receipt for record purposes.



xvi. E-Proposal Receipt

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 will depend upon the size of your file. It is your responsibility to post your proposal to the SPAWAR E-CC in time for the Government's posted solicitation receipt deadline.

8. Submitting your E-Proposals (continuation)

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;

By email at business.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.
