DLA
DEFENSE LOGISTICS AGENCY
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The Nation's Combat Logistics Support Agency

Offer Entry Tool (OET)

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Supplier Relationship Manager
Month DD, YYYY

AGENDA

- What is the Offer Entry Tool (OET)
- Solicitation/OET Sequence
- Getting Access
- Parts of an OET Offer
- Best Business Practices
- Getting Help with OET

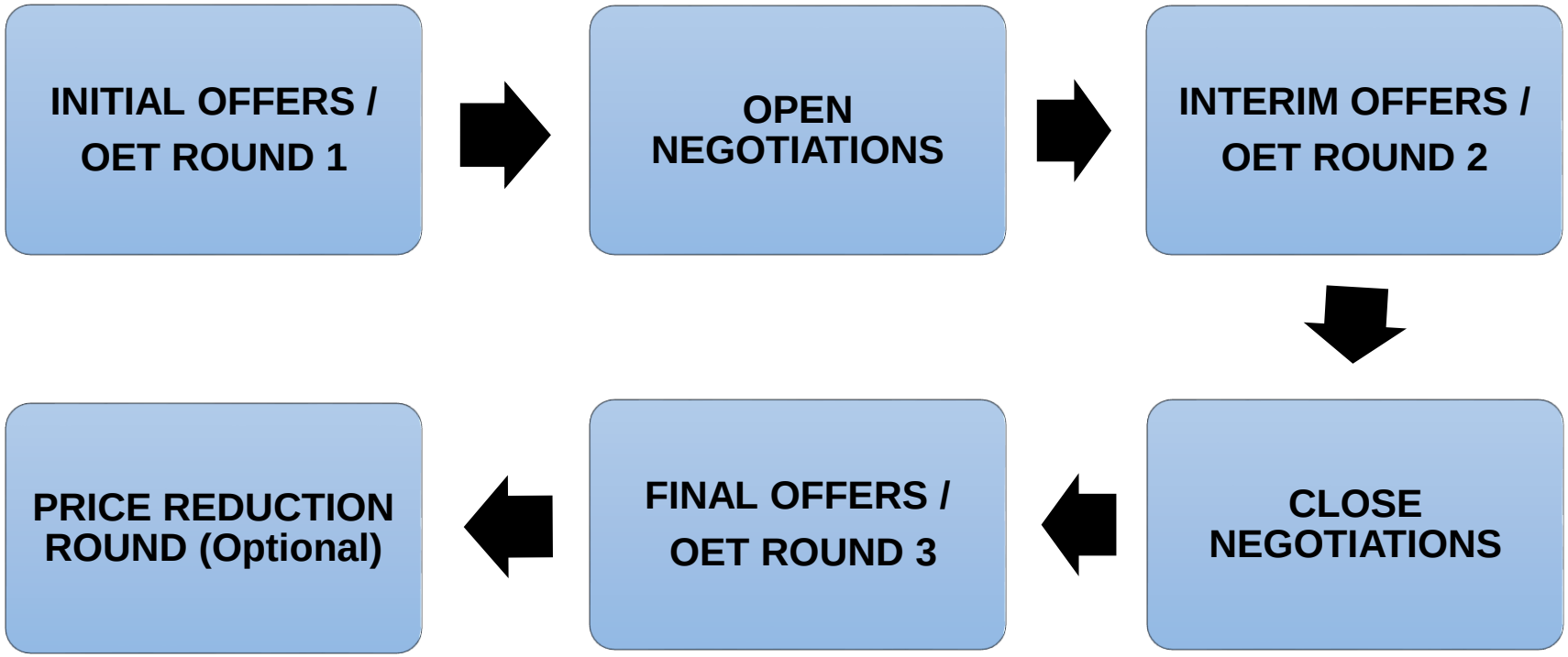
OFFER ENTRY TOOL (OET)

- Bulk OET
  - An web-based tool for use in submitting offers
  - Replaces the hard copy offer submission package
  - URL: https://offerwizard.dla.mil/bulkoet/bulkoet.html
- Bulk vs Direct Delivery OET
  - Different systems
- Is OET required?
  - Solicitation will state if OET is mandatory
    - IEG, RMW, AEM and WP use OET
  - OET offers must comply with solicitation closing date/time

Solicitation/OET Sequence

- Solicitation posted to https://www.beta.sam.gov/)
- OET is opened
- Vendors receive automated email notification
- Vendor inputs offer in OET, and submits
- OET round closes
- Offers are imported into the Bid Evaluation Model (BEM)
- Review/evaluation

OET Rounds


INITIAL OFFERS / OET ROUND 1
OPEN NEGOTIATIONS
INTERIM OFFERS / OET ROUND 2
CLOSE NEGOTIATIONS
FINAL OFFERS / OET ROUND 3
PRICE REDUCTION ROUND (Optional)

OET Rounds

- **Initial**
  - Required for all OET solicitations
  - Initial offer must be submitted prior to the closing date/time to be eligible for later rounds
- **Interim**
  - Used at the Contracting Officer's discretion
  - There may be more than one interim round
  - Participation is optional
    - - If no offer is submitted during an interim round, previously offered data is retained
- **Final Proposal Revision**
  - Last round before Price Reduction
  - Data fields may be locked (product, mode, shipping point)
- **Price Reduction Round (Optional)**
  - Use at the Contracting Officer's discretion
  - Only price can be changed

OET Access

- Obtain a **CAGE CODE** for your company
  - Register at https://www.beta.sam.gov/
  - Obtain a CAGE code
  - OET account is linked to your CAGE code(s)
  - Multiple users per CAGE code allowed
- Create an account in the Account Management And Provisioning System (AMPS) to apply for OET access
  - https://amps.dla.mil/oim

OET Access

- Log into your AMPS account to request the OET role
  - Click ‘Energy Applications’ on the Browse Roles by Application Tab
  - Select ‘Energy OET’
  - Select ‘Energy OET Prod – Bulk Vendor Role OET -105’
  - Complete all information and submit request
- OET Username and password will sent to you via email
  - User ID and Password for AMPS are <u>NOT</u> the same as for OET

OET Access

- **Access**
  - Allow 1-2 weeks for OET access
  - Log in every 30 days per DoD policy
  - Account tied to your CAGE code
  - Do not share your username or password
  - Only the Account holder can submit for reset of account/password
  - Link for DoD Root Certificates available on the OET homepage
  - Passwords expire every 60 days (users will be prompted to change)

- **Account Settings**
  - Use the same company name as the one linked to your CAGE
  - Select the purchase programs you're interested in
  - Use personal email, no group accounts
  - If you are not receiving emails, check your Junk mail and internal firewall setting

OET Access

IMPORTANT!!

- Do not share your OET username or password with anyone!
- OET accounts are individual accounts, not group accounts!
- If you do not log in for 30 days your account will be de-activated!

Initial Log In to OET

- OET URL
  - https://offerwizard.dla.mil/epst_oet/oet.htm

- Change Password
  - Minimum 15 characters
  - At least 1 Upper case, 1 lower case, 1 number, 1 special character

- Update 'My Account' information
  - Use the exact Company Name as depicted in SAM
  - E-mail address for notifications
  - Company size status
  - Select your purchase program under Buy Selection

Parts of an OET offer

Three Primary Sections to OET Offer data:

1. **My Account**
   - Update contact information
   - Change password

2. **Offer Details**
   - Shipping points, products, quantity and price
   - Offer conditions
   - This is the data that is sent to the BEM

3. **Offer Submission Package**
   - ‘Fill in’ clauses
   - Exceptions
   - Replaces the paper OSP

OET Main Menu

Offer Details

BULK OET | Current Solicitation: SPE60219R07110008 | Round: 3 - FPF
Round Open: 10/29/2019 14:30 (Eastern) | Round Close: 1

Logged in as Release verify User | My Account | Logout

- Menu Options Marked With * Indicate Required Data.
- Menu Options Marked in CHECK Indicate Existing Data

* Shipping Point Physical Abilities
* Enter Bids
✓ Origin Bid Offers
✓ Destination Bid Offers
Offer Conditions
✓ Overall Min/Max Quantity Availability
✓ Overall Max By Product
✓ Overall Max By Product & Shipping Location
Min/Max For A Combination Of Products
Min/Max For An Individual Shipping Location
Min/Max For A Combination Of Shipping Locations
Min/Max For A Combination Of Bid Lines
✓ Offers That Must Be Awarded Together
Offers Where Only 1 Of Group Can Be Awarded
Offers Where 1 Must Be Awarded Before Another
✓ View / Upload Bid Package Documents
* Submit Offer Package

Offer Bid Spreadsheet
Bid Package Report
Offer Submission Package
Offer Submission Package - Changes
Withdraw Offer
Offer Submission Data
Change Solicitation

NOTE:
- Menu Options Marked With * Indicate Required Data.
- Menu Options Marked in CHECK Indicate Existing Data

* Shipping Point Physical Abilities
* Enter Bids
✓ Origin Bid Offers
Destination Bid Offers
Offer Conditions
✓ Overall Min/Max Quantity Availability
Overall Max By Product
Overall Max By Product & Shipping Location
Min/Max For A Combination Of Products
Min/Max For An Individual Shipping Location
Min/Max For A Combination Of Shipping Locations
Min/Max For A Combination Of Bid Lines
Offers That Must Be Awarded Together
Offers Where Only 1 Of Group Can Be Awarded
Offers Where 1 Must Be Awarded Before Another
✓ View / Upload Bid Package Documents
* Submit Offer Package

Offer Submission Package

Offer Submission Data

Offer Submission Data

BULK OET Current Solicitation: SPE60219R070
Round Open: 01/17/2019 10:00 (Eas

- Overall Quantity By Refinery Source
- Alternative Fuels
- Source Of Supply (2)
  - Production Capacity For Each Source
  - Shipping Points Supplied By Each Refinery/Source
- Parcel Shipping Sizes & Daily Load/Move Capacity (5)
  - Truck/Railcar Origin
  - Truck/Railcar Destination
  - Pipeline
  - Barge/Tanker
  - Size/Lift Interval Of One Impacts Another?
- Origin Tanker/Barge Loading Facility Data (3)
  - Facility Restrictions/Capacities Cargo
  - Facility Restrictions/Capacities Ballast
  - Map Coordinates For Shipping Points
- Port Restrictions (4)
- Quality Assurance
- Truck / Truck Trailer Free Time & Detention Rates
- Schedule Of Refinery Shutdowns For Turnarounds
- Requests For Exception (5)
- K Clauses (6)
  - Offeror Representations & Certifications
  - Refinery Information
  - Notification Of Vessel
  - Authorized Negotiators
  - Foreign Taxes - Contract Price
  - Foreign Taxes - Invoiced Separately
- General Comments
- Return To Bid Entry

Overall Quantities Available For Award – By Refinery Source

By Refinery Source:

Search:

Product	Source Refinery	Min Quantity (USG)	Max Quantity (USG)
JAA	Smelly Refinery	500,000	50,000,000

Showing 1 to 1 of 1 entries

New Source | Notes | Close

To view the DoD Privacy Security Policy Statement Click Here

3. Refinery/source quantities available for award:

Product	Source / Refinery	Minimum Quantity Available (USG)	Maximum Quantity Available (USG)
JAA	Smelly Refinery	500,000	50,000,000

Refinery Shutdown Info

If you have no refinery shutdown information, leave this chart **BLANK**

Schedule Of Refinery Shutdowns For Turnarounds

The offeror shall furnish to the Contracting Officer a refinery shutdown schedule for the contract period. DLA Energy will review the offered quantity, parcel sizes, and lift intervals in conjunction with the turnaround period to ensure that the entire offered quantity can be delivered during the performance period and will meet operational requirements.

The offeror shall provide the following information for each product offered:

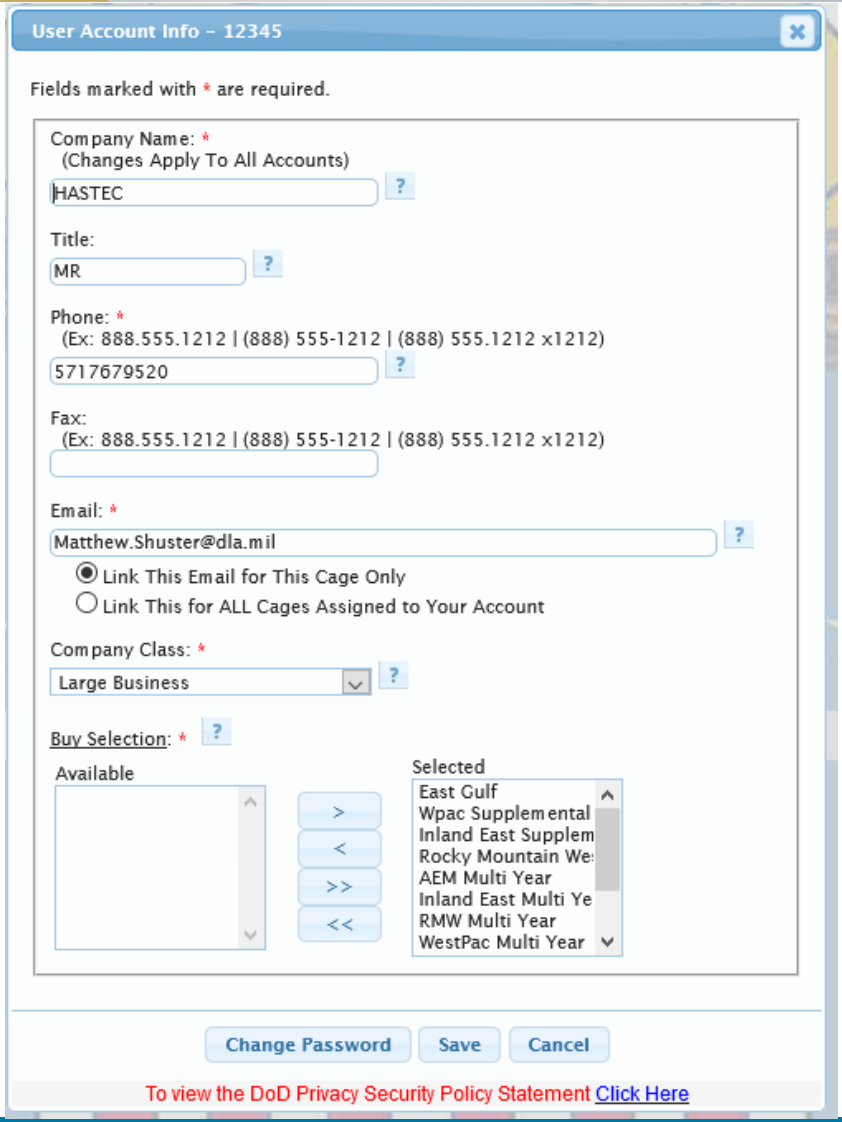
Search:

Refinery Location (Load Point)	Shutdown Period	Impact Of Shutdown Period On Supply Availability
?	?	?
No data available in table		

Showing 0 to 0 of 0 entries

Unless the offeror states otherwise, the offer will be evaluated on the basis that there will be no refinery shutdowns for turnarounds that will have an impact on supply availability.

User Account Info



Origin and Destination Offers

Origin Offer Bids

This screen defines single bid lines for Origin bids. (NOTE: Corresponds to the "Origin Offer Card" section of your paper Offer Information Sheet)

Enter Alternate Escalator information into the "Notes" of the associated bid line.

Search:

Seq	Set ID	Prod	From	Max	Min	Mode	Prev Bid	Offered Price	Total Additives	Total Price	Notes	New Mode Price	Delete
S1		JA1	tester1 - KO	1000000	10000	K	2.000000	2.000000	0.002199	2.002199	View		

Showing 1 to 1 of 1 entries

BULK OET | Current Solicitation: SPE60016R0714 | Reverse Round: 1 - IEG 16R0714 RA Round 1 | 5 Days 06:59:18 Until Bid Round Closes | Logged in as Release verify User | My Account | Logout

Destination Offer Bids

This screen defines single bid lines for Destination bids. (NOTE: Corresponds to the "Destination Offer Card" section of your paper Offer Information Sheet)

Enter Alternate Escalator information into the "Notes" of the associated bid line.

Search:

Seq	Set ID	Prod	From	To	Max	Min	Mode	Prev Bid	Offered Price	Total Additives	Total Price	Notes	New Mode Price	De
S3		JAA	TestLoc1 - AL	JAA |ANNISTON ARMY DEPOT (AL) | 150000| 0| 0	100000	0	T	3.000000	3.000000	0.004000	3.004000	View		
S4		JAA	Tesatloc2 - AR	JAA |DANNELLY ANG (AL) | 2500000| 2250000| 0	250000	0	T	3.000000	3.000000	0.003000	3.003000	View		
S5		JAA	TestLoc1 - AL	JAA |BRADLEY FLD ANG BASE (CT) | 1100000| 990000| 0	10000	0	T	3.000000	3.000000	0.030000	3.030000	View		
S6		JAA	TestLoc1 - AL	JAA |CARSWELL AFB (JRB FT WOR (TX)| 4500000| 0| 0	100000	0	T	3.000000	3.000000	0.030000	3.030000	View		
S7		JAA	Tesatloc2 - AR	JAA |MINNEAPOLIS (ANG) (MN) | 1500000| 0| 0	10000	0	T	3.000000	3.000000	0.030000	3.030000	View		
S8		JAA	TestLoc1 - AL	JAA |MIN ST PAUL IAP (MN) | 1300000| 0| 0	100000	0	T	3.000000	3.000000	0.030000	3.030000	View		
S9		JAA	TestLoc1 - AL	JAA |IA NG WATERLOO (IA) | 200000| 0| 0	200000	0	T	3.000000	3.000000	0.030000	3.030000	View		
S10		JAA	Tesatloc2 - AR	JAA |HENSLEY FLD (JRB FT WORT (TX)| 1200000| 0| 0	1200000	0	T	3.000000	3.000000	0.030000	3.030000	View		
S11		JAA	TestLoc1 - AL	JAA |ANG SIOUX CITY (IA) | 2200000| 0| 0	2200000	0	T	3.000000	3.000000	0.030000	3.030000	View		

Showing 1 to 9 of 9 entries

Conditional Statements

- You can use conditional statements in your offer
  - Make sure your conditions don't conflict
- You can offer overall max/min quantities, or by
  - Product
  - Mode
  - Shipping Point
- You cannot tie two shipping points, or products together
  - Read Section M of the solicitation

Best Practices

- **Submitting Offers**
  - Real time and auto-saved
  - Review Offer Submission Package
  - Review Bid Package Report
  - Select “Submit Offer Package” to submit offer
    - You will get an error message if critical info is missing
  - Enter password again and submit
  - Watch for a confirmation email
  - Enter OET after submission... VIEW/EDIT
    - VIEW allows you to view the offer, not make changes
    - EDIT will un-submit your offer! You will be able to make changes, but you must submit your offer
  - Do not submit a “place-holder” offer/submit best offers in the initial round
  - Do not wait until the last minute to submit
  - Keep your OET account current (log in once every 30 days)
  - Read the solicitation and familiarize yourself with the clauses and schedule

Getting Help

- OET User Manual
  - Available on the OET main page
  - https://offerwizard.dla.mil/bulkoet/bulkoet.html

- For questions specific to the offer, please contact the Contracting Officer listed on the solicitation

- If you are unable to access OET or your OET account is locked, please email the DLA Energy Bulk Technical Team:
  - DESC-BTechTeam@dla.mil

- For questions concerning the functionality of OET, please contact:
  - Matthew Shuster, Matthew.Shuster@dla.mil, (571) 767-9250
  - Darren Dunham, Darren.M.Dunham@dla.mil, (571) 767-0338

Questions?