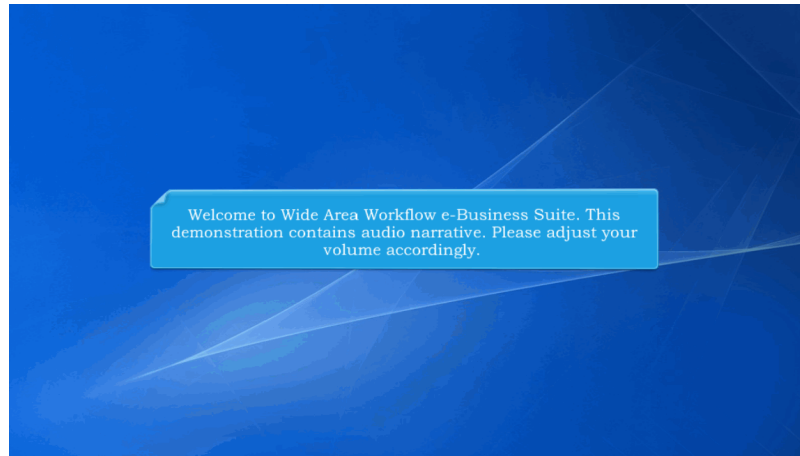
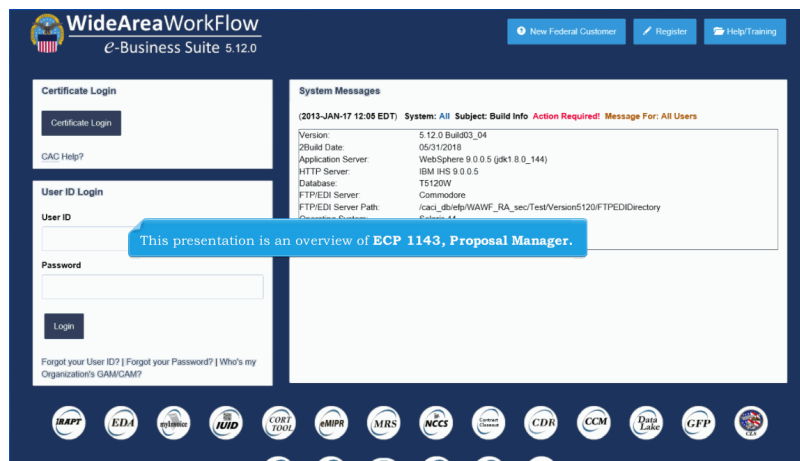


## Intro



Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

## Step 1



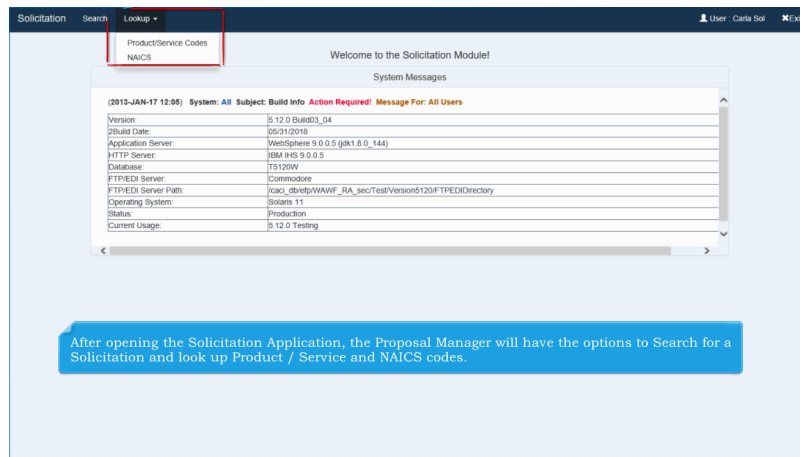
This presentation is an overview of ECP 1143, Proposal Manager.

## Step 2



After logging into the WAWF e-Business portal, the Proposal Manager will see an icon for the Solicitation module. Clicking the icon will direct them to the restricted Solicitation application home page.

## Step 3



After opening the Solicitation Application, the Proposal Manager will have the options to Search for a Solicitation and look up Product / Service and NAICS codes.

## Step 4

The screenshot shows the 'Solicitation Search Criteria' form. It includes fields for Solicitation Number, Open Date (with Start and End date pickers), Response Due Date (with Start and End date pickers), Product or Service Code, NAICS, Set Aside Code (a dropdown menu), Place of Performance Zip Code, Contracting Office DoDAAC, and Status (a dropdown menu). A blue callout box on the right side of the form contains the following text:

- The user may enter a date range for both the Open and Response Due dates.
- Product or Service and NAICS lookup options are provided and allow searching by code or description.
- The user may enter the Product or Service and/or NAICS codes as a comma-delimited list, or the user may use the lookup feature to populate one or more codes.
- The Status filter will provide the following search options:
  - Open (default)
  - Closed
  - Both

At the bottom of the form are buttons for Search, Reset, and Help.

- The user may enter a date range for both the Open and Response Due dates.
- Product or Service and NAICS lookup options are provided and allow searching by code or description.
- The user may enter the Product or Service and/or NAICS codes as a comma-delimited list, or the user may use the lookup feature to populate one or more codes.
- The Status filter will provide the following search options:
- Open (default)
- Closed
- Both

## Step 5

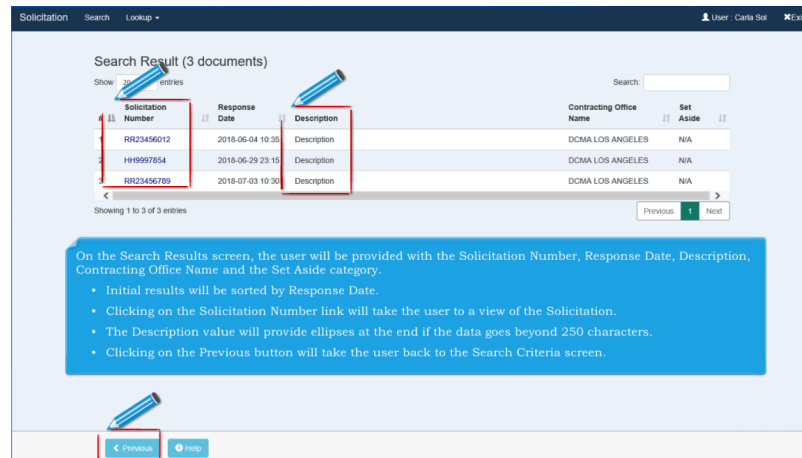
The screenshot shows the same 'Solicitation Search Criteria' form. A blue callout box in the center contains the following text:

- After entering the necessary search fields, the user will click the **Search** button to view the results.
- Selecting the **Reset** button will clear out any previously entered search criteria.

At the bottom of the form, the Search and Reset buttons are highlighted with red boxes. The Search button is on the left, and the Reset button is on the right. The Help button is on the far right.

- After entering the necessary search fields, the user will click the Search button to view the results.
- Selecting the Reset button will clear out any previously entered search criteria.

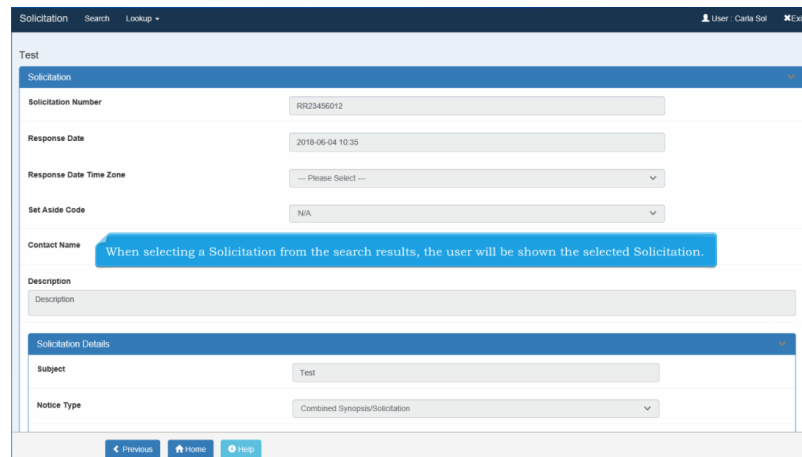
## Step 6



On the Search Results screen, the user will be provided with the Solicitation Number, Response Date, Description, Contracting Office Name and the Set Aside category.

- Initial results will be sorted by Response Date.
- Clicking on the Solicitation Number link will take the user to a view of the Solicitation.
- The Description value will provide ellipses at the end if the data goes beyond 250 characters.
- Clicking on the Previous button will take the user back to the Search Criteria screen.

## Step 7



When selecting a Solicitation from the search results, the user will be shown the selected Solicitation.

## Step 8

The Proposal Manager will be able to view all public attachments, and any attachments that are restricted to their CAGE Code. Selecting file names will open up the attached file, and selecting a URL will open up that URL in a new browser window.

Name	File/URL	Date	Solicitation	Include in Response
Test	Document.docx	2018-08-08 00:00:00	No	No

The Proposal Manager will be able to view all public attachments, and any attachments that are restricted to their CAGE Code. Selecting file names will open up the attached file, and selecting a URL will open up that URL in a new browser window.

## Step 9

When viewing a Solicitation, Proposal Managers will be provided with a list of Amendments to that Solicitation. Selecting an Amendment will take the user to a new screen displaying all of the information for that Amendment.

When selecting an Amendment for a Solicitation, the user will be shown the selected Amendment.

Name	Description	Date
AMD1752		
AMD1820		

When viewing a Solicitation, Proposal Managers will be provided with a list of Amendments to that Solicitation. Selecting an Amendment will take the user to a new screen displaying all of the information for that Amendment. When selecting an Amendment for a Solicitation, the user will be shown the selected Amendment.

## Step 10

Contract Information

NAICS: 236220 - Commercial and Institutional Building Construction

Place of Performance Zip Code

Place of Performance Address

Recovery Act: ☐ Yes ☒ No

Contracting Office Address: 6230 VAN NUYS BLVD VAN NUYS, CA 91401 VAN NUYS, CA 91401

Name	FileURL	Date	Solicitation	Include in Response
Test	Document.docx	2018-06-05 00:00:00	No	No

Buttons: Previous, Home, Print

Selecting Previous will take the user back to the view of the Solicitation that this Amendment belongs to.

## Step 11

Solicitation: Search, Logout

Test

Solicitation: Offer

Solicitation Number: 0000000000

Proposal Manager CAGE Code: 00000

Name	File	Date
Test	Document.docx	2018-06-05 00:00:00
Demo	Document.docx	2018-06-05 00:00:00

When viewing a Solicitation, Proposal Managers will have a tab labelled Offer on the Solicitation.

When viewing a Solicitation, Proposal Managers will have a tab labelled Offer on the Solicitation.

## Step 12

Name	File	Date	Action
Test	Document.docx	2018/06/05	↑ ↓ ☰ ✕

Add Attachment

**Post Offer**

Selecting the Offer tab will take the Proposal Manager to a new screen, where they will have the ability to add an offer.

Selecting the Offer tab will take the Proposal Manager to a new screen, where they will have the ability to add an offer.

## Step 13

Selecting Post Offer will take the user to a new screen.

Proposal Manager CAGE Code is a drop down limited to the Proposal Manager's registered location codes.

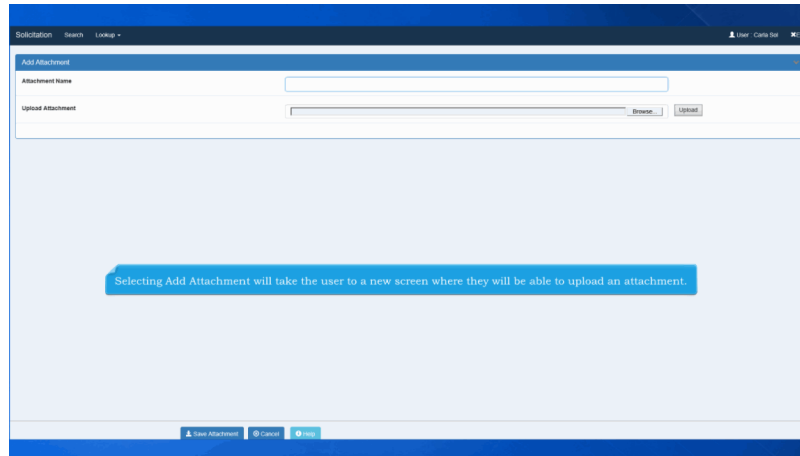
The user will be able to add multiple attachments.

Selecting Post Offer will take the user to a new screen.

Proposal Manager CAGE Code is a drop down limited to the Proposal Manager's registered location codes.

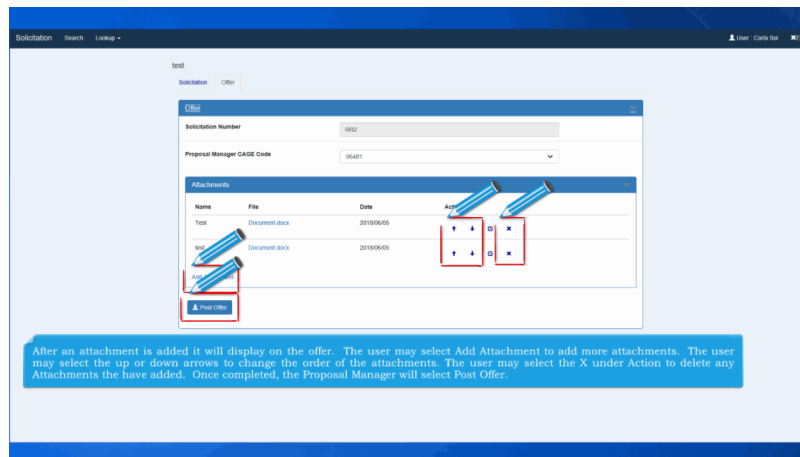
The user will be able to add multiple attachments.

## Step 14



Selecting Add Attachment will take the user to a new screen where they will be able to upload an attachment.

## Step 15



After an attachment is added it will display on the offer. The user may select Add Attachment to add more attachments. The user may select the up or down arrows to change the order of the attachments. The user may select the X under Action to delete any Attachments the have added. Once completed, the Proposal Manager will select Post Offer.



## Step 16

Upon selecting Post Offer, the user will receive a success message that the offer was posted.

After an offer is posted, whenever the Proposal Manager views an offer, a Withdraw Offer button will be available on the offer tab.

## Step 17

After selecting Withdraw Offer, the user will be given a pop up asking if they are sure they want to withdraw their offer.

Selecting Yes will remove the offer from the Solicitation. Selecting No will take the user back to the offer screen.

## Step 18

**Offer**

Solicitation Number: RR2

Proposal Manager CAGE Code: 06481

Name	File	Date	Action
Test	Document.docx	2018/06/05	↑ ↓ ↻ ✕
test	Document.docx	2018/06/05	↑ ↓ ↻ ✕

Once the Solicitation Manager has marked an offer as within the competitive range, and entered in a Final Proposal Revision Date, the Solicitation will be in the Final Proposal Revision phase.

At this point, when a Proposal Manager views a Solicitation and goes to the offer tab, they will see the offer that they initially submitted.

The Proposal Manager may add or delete any attachments on their offer. Once done, they will select Post Final Proposal Revision.

Once the Solicitation Manager has marked an offer as within the competitive range, and entered in a Final Proposal Revision Date, the Solicitation will be in the Final Proposal Revision phase.

At this point, when a Proposal Manager views a Solicitation and goes to the offer tab, they will see the offer that they initially submitted.

The Proposal Manager may add or delete any attachments on their offer. Once done, they will select Post Final Proposal Revision.

## Step 19

**Offer**

Solicitation Number: RR2

Proposal Manager CAGE Code: 06481

Name	File	Date
Test	Document.docx	2018/06/05
test	Document.docx	2018/06/05

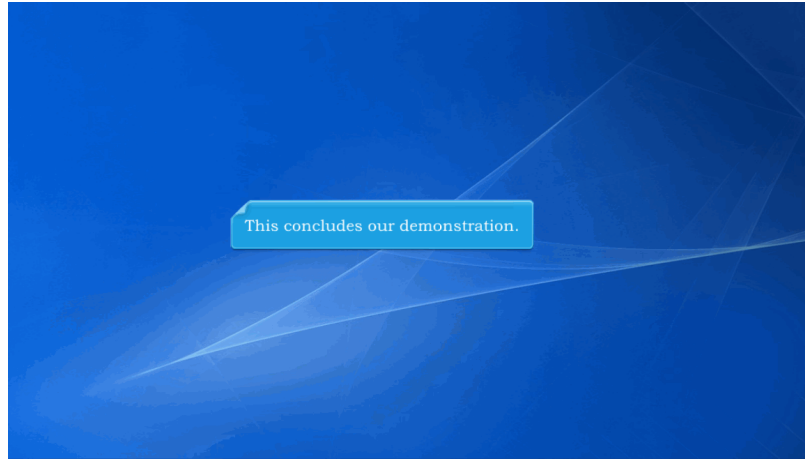
Upon selecting Post Final Proposal Revision, the user will receive a success message that the offer was posted.

After a Final Proposal Revision is posted, whenever the Proposal Manager views the final offer, a Withdraw Offer button will be available on the offer tab. This button will be available up until the Final Proposal Revision date.

Upon selecting Post Final Proposal Revision, the user will receive a success message that the offer was posted.

After a Final Proposal Revision is posted, whenever the Proposal Manager views the final offer, a Withdraw Offer button will be available on the offer tab. This button will be available up until the Final Proposal Revision date.

End



This concludes our demonstration.