

# SeaPort™ Subcontractor User's Guide



March 8, 2004



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## Section 1 - Getting Started

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### 1.1 Purpose and Scope

The SeaPort™ Subcontractor User's Guide describes the procedures needed to retrieve a solicitation document, submit proposals, and retrieve task orders. Within this process are a number of features and capabilities designed to make this process both secure and simple.

Contractors will use Auction Services™, a commercial-off-the-shelf (COTS) product from Commerce One, to submit responses to solicitations published by the SeaPort Office. This solution provides real-time submission of technical and cost/pricing proposals and brings an unprecedented level of control, simplicity, and security to the procurement process.

As a COTS product, the Auctions Services software provides a variety of bidding types and methods; however, in order to maintain privacy and confidentiality for contractor proposal submissions, SeaPort procurements will use the *sealed-bid* auction method (see section 1.2 for a definition).

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### 1.2 Definitions, Acronyms and Abbreviations

- A *bidding event* is an activity that involves inviting contractors to submit proposals in response to a solicitation. Only a PCO may initiate (open) and close a bidding event. A bidding event is conducted using Auctions Services.
- *Sealed-Bid Auction*. A method of auction where Bidders (i.e., contractors) submit confidential bids (proposals) on procurements (solicitations) being offered via the Auctions site.

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### 1.3 Getting Help

You can call on context-sensitive online help, at any time when running Auction Services. Do so by clicking the **HELP** icon that is located at the top right-hand side of applicable screens. When you click **HELP**, Auction Services opens a secondary window displaying information relevant to the type of activity that is being performed.

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### 1.4 Technical Support

If you cannot resolve a problem using this guide or online help, contact SeaPort Technical Support by e-mail at [webmaster@seaport.navy.mil](mailto:webmaster@seaport.navy.mil).

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### 1.5 Minimum Browser Requirements

Because of the varied configurations under which Commerce One Auction Services runs, the interface at your location may differ in appearance from the examples in this guide, but will still perform as described.

As of the writing of this guide, the minimum browser requirements to run the Auction software are Netscape version 4.71 or higher or Microsoft Internet Explorer version 5.1 or

higher. The following figure illustrates browser requirements by operating system and browser.



### Auction Services Browser Requirements

Operating System	Browser		
	IE 4.x	IE 5.x	Netscape 4.7x
Windows 95	X*	X	X
Windows 98	X*	X	X
Windows NT	X*	X	X
Windows 2000	N/A	X	X
Unix and Variants	<b>Not Tested</b>	<b>Not Tested</b>	<b>Not Tested</b>
Mac OS	<b>Not Tested</b>	<b>Not Tested</b>	<b>Not Tested</b>

\*Bidder support only.

Figure 1 - Minimum Browser Requirements

## 1.6 Accessing the Auction Services Site

To access the Auction Services site, follow these procedures:

- Type in the following URL: <https://auction.seaport.navy.mil>.
- Or, this site can be accessed from SeaPort's website: <http://www.seaport.navy.mil>
  - Click on the Sell tab
  - Click on "Start" text underneath the tabs
  - Click on the Start button
- Auction Services Login appears (see below).

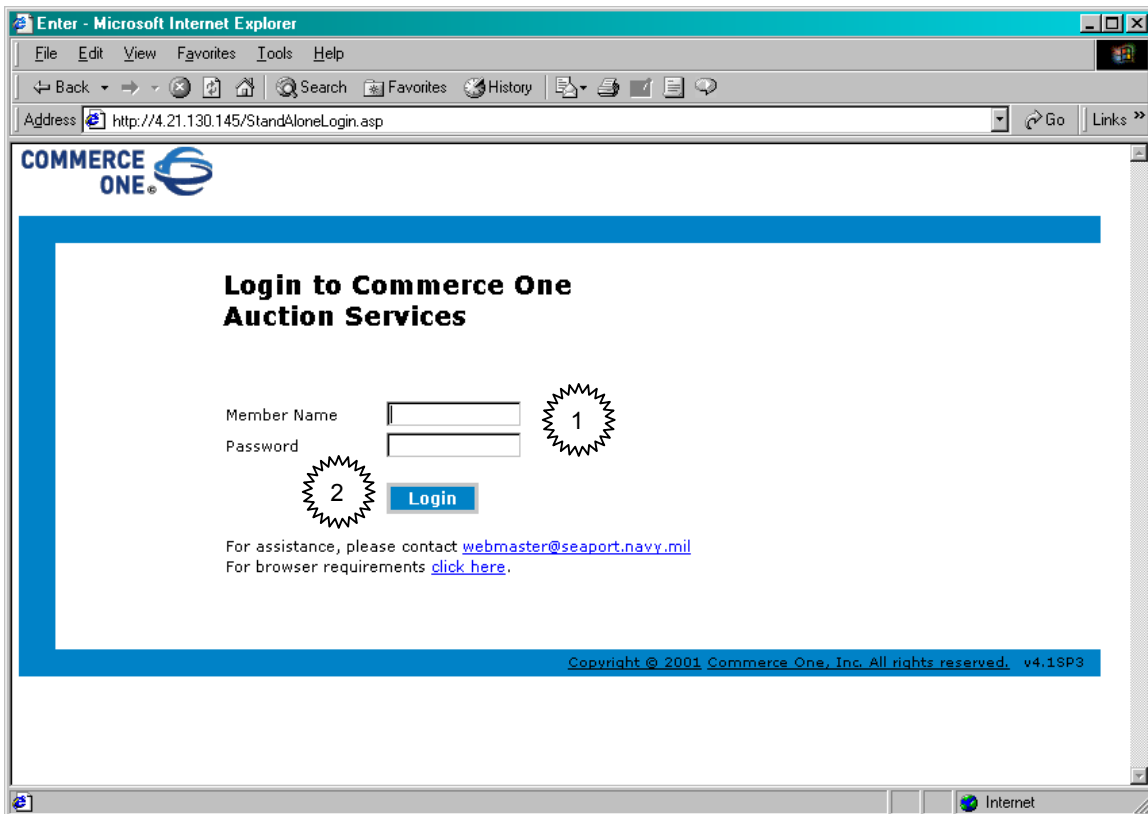


Figure 2 - Auction Services Login Screen

To login to Auction Services, follow these steps:

- Step 1. Enter your self-created login and password in the Member Name and Password fields, respectively.
- Step 2. Click on the Login button.

## 1.7 Understanding the Auctions Services Main Screen

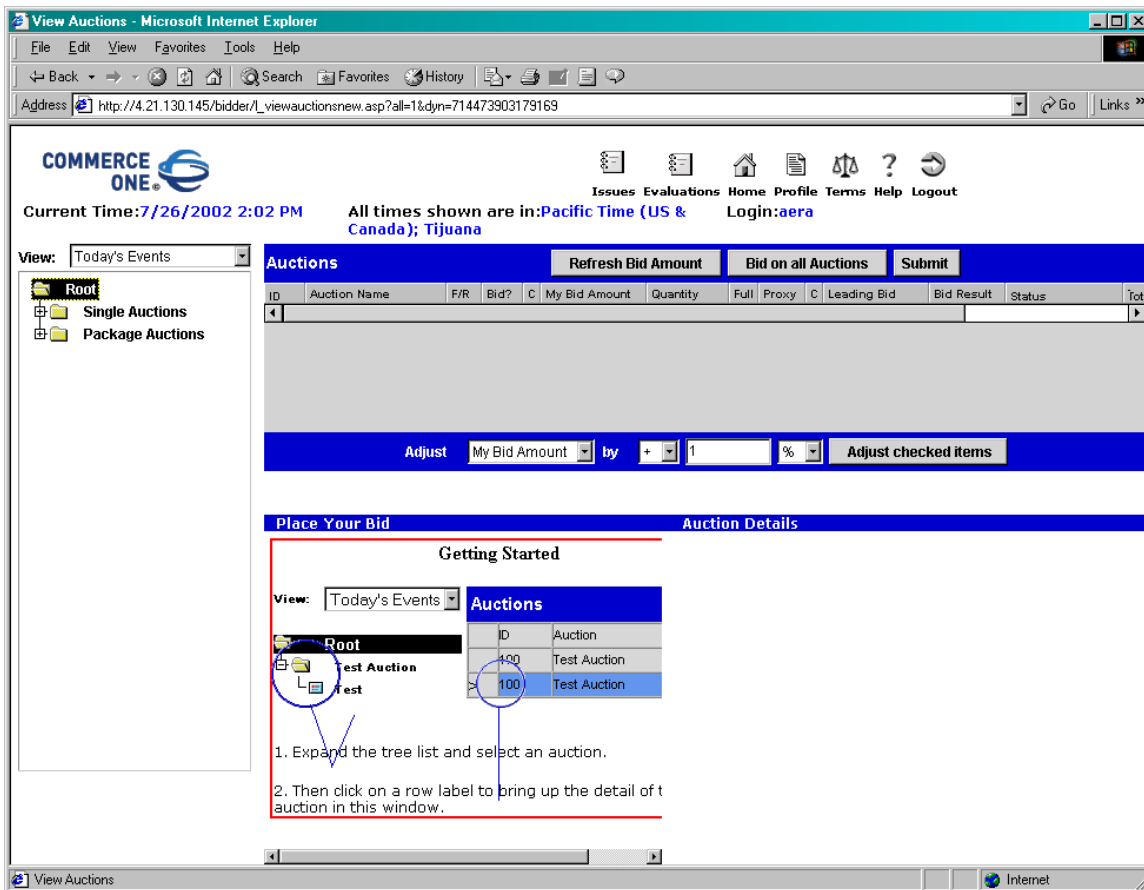


Figure 3 - Auction Services Main Screen

### 1.7.1 View

The View portion of the screen in the left-hand pane displays the list of open bidding events.

- **View Drop-down Menu:** Select the available events.
- **Single Auctions:** Bidding events (i.e., solicitations open for bid) are listed under the Single Auctions Folder in tree-structure view. Use the + (plus) symbol that displays in the View portion (left-hand pane) of the screen to expand the tree structure to view individual solicitations and the – (minus) symbol to minimize the tree structure.

The Bidding screen includes the following displays basically as follows, with variations possible depending on your screen selections.

### 1.7.2 Auctions

The Auctions portion of the screen is the top right-hand portion. Please note that for SeaPort, the top right-hand section data entry areas should not be used. The information contained in this section and on the screen is for reference purposes only.

- **Auction ID:** The auction identification number that applies to the auction.

- **Auction Name:** This is the name by which the auction is recognized.
- **F/R:** “F” refers to a Forward Auction and “R” refers to a Reverse Auction.
- **Bid?: DO NOT USE.**
- **C:** The type of currency or currencies that is allowed for the auction.
- **My Bid Amount: DO NOT USE.**
- **Quantity: DO NOT USE.**
- **Full: DO NOT USE.**
- **Proxy:** Check this checkbox if the bid you are submitting is a Proxy Bid.
- **Leading Bid:** The current leading bid amount.
- **Bid Result:** This display field tells you whether your bid was accepted or rejected by the application.
- **Status:** Refer to the legend for icon definitions.

### 1.7.3 Place Your Bid

The Place Your Bid portion of the screen allows you to link to additional information and to place your bids. This section contains a high-level overview of the Place Your Bid area. Please refer to Section 2 - Procedures for specific *how to* information.

- **Time Left:** Displays the number of days, hours, minutes, and seconds, which must transpire, before an auction closes.
- **Currency:** The type of currency or currencies that are allowed for the auction.
- **Bid Amount (per unit):** You use this field to submit your total bid amount or to enter a valid new amount. You may use the Refresh option of the browser to update this field with the most recent and applicable amount.
- **Full Bid Quantity Only:** DO NOT USE.
- **Bid Quantity:** **ALWAYS ENTER THE NUMBER ONE (1) IN THIS FIELD**
- **Submit Bid Button:** Click this button to submit the bid that you have entered or that was automatically entered. The bid in the Bid Amount field will not be submitted until you click Submit Bid. A confirmation message displays when you click this button. Click OK to submit the bid (or Cancel to exit without submitting the bid).
- **Attachments Field:** This field displays the names of any proposal files that have been attached to any bids that you submit.
- **Attach Button:** Use this button to link to a subsequent screen and locate the file that you want to attach to your bid. Click Submit Bid to submit your bid along with the attached file.
- **Comments:** A text box into which you can enter comments.

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## 1.8 Receiving Notification to Bid

The Procuring Contracting Officer (PCO) will notify each prospective offeror via email when a bid event has opened. You should then follow the procedures outline in this guide to access the system and submit your technical and cost/price proposals.



## Section 2 - Procedures

### 2.1 Retrieving a Solicitation Document

After a successful login, the Auction Bid Events panel is displayed (see below). Note: this page may take several minutes to load.


The screenshot shows the 'View Auctions' page in Microsoft Internet Explorer. The page header includes the 'COMMERCE ONE' logo and navigation links. The main content area is divided into several sections:

- Navigation Tree (Left):** Shows a directory listing with 'Single Auctions' expanded. A callout '1' points to the 'Single Auctions' folder, and '2' points to the 'N00024-02-R-7030-1' row label.
- Auctions Table:** A table with columns: ID, Auction Name, Bid?, C, My Bid Amount, Quantity, Full Proxy, C, Leading Bid, Bid Result, Status. A callout '3' points to the 'N00024-02-R-7030' row, and '4' points to the 'N00024-02-R-7030-1' row label.
- Place Your Bid Section:** Includes fields for Bid Amount, Bid Quantity, and Attachments. A callout '5' points to a document icon in the 'Auction Details' section.
- Auction Details Section:** Shows 'Auction Summary' with details like Auction Type, Start Time, Opening Price, and Quantity Available.

**Figure 4 - Retrieving a Solicitation Document**

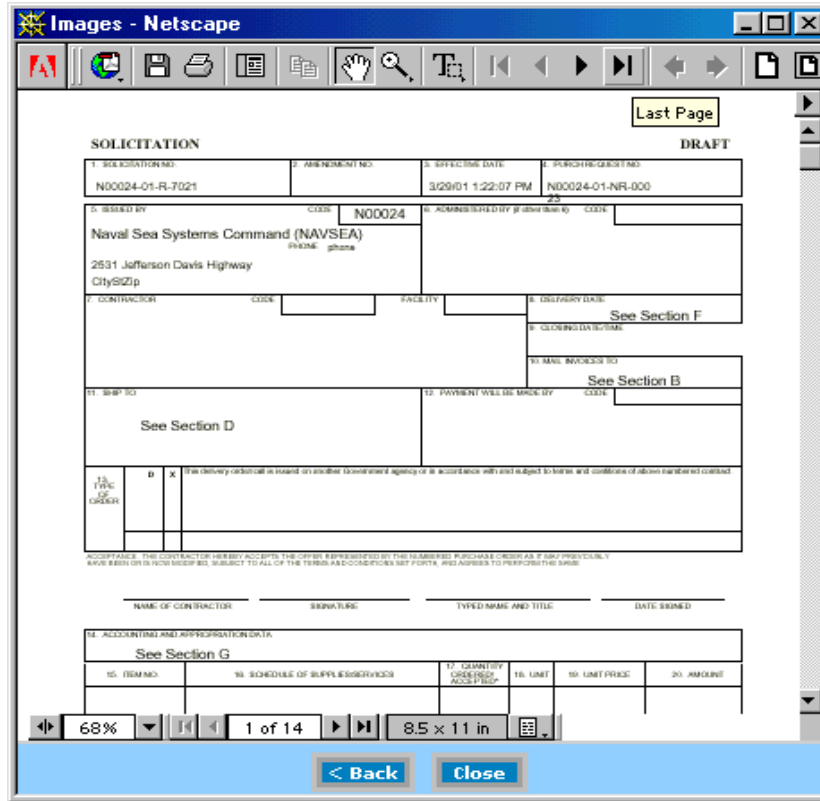
To retrieve a solicitation document, follow these steps:

- Step 1. Locate the correct Solicitation by expanding the directory listing located on the left side.
- Step 2. Once the Solicitation is located, single-click on the name.
- Step 3. The bid event shows up as a line item in the Auctions section of the screen.
- Step 4. Single-click on the block (row label) to left of the "ID" number in the top section of the screen to copy the bid event data into the Place Your Bid and the Bid Event Detail sections in the bottom part of the screen.

Step 5. Click the document icon  in the Place Your Bid section to display the solicitation in a separate browser window.

Note: the Time Left (days, hours, minutes, and seconds) appears in the Place Your Bid section.

## 2.2 Saving the Solicitation to Disk



**Figure 5 - Saving the Solicitation to Disk**

To a solicitation document to disk, follow these steps:

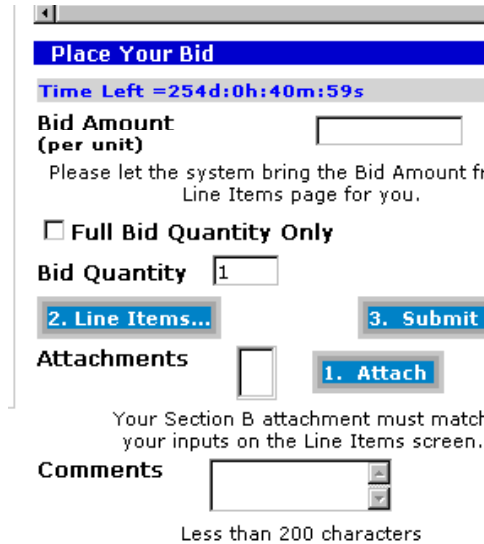
- Step 1. Select the Save icon from the toolbar and save to a local or network drive.
- Step 2. Close the window by clicking on the Close button and the Bid Event screen is displayed.

Note: The solicitation document illustrated is for example purposes only. An actual solicitation document will be labeled Final in the upper right-hand corner.

## 2.3 Attaching Proposal Sections

Once you have reviewed the Solicitation and created your proposal documents, your next step is to attach your technical and cost/price proposals to the correct solicitation document (i.e., bidding event). To attach (upload) your proposal attachments, click on the Attach button located in the Place Your Bid section.

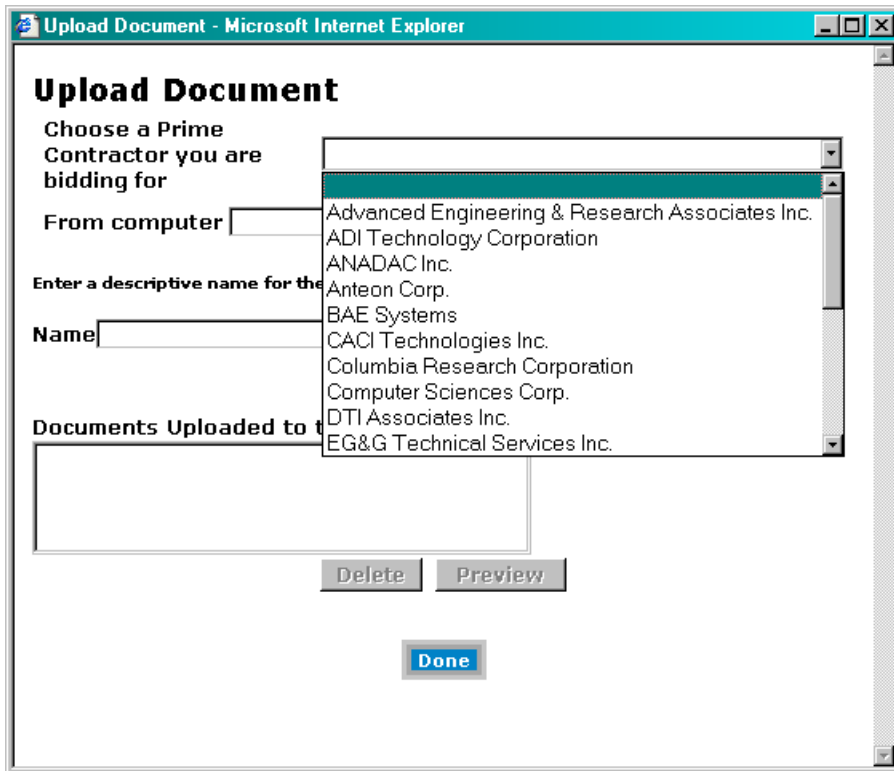
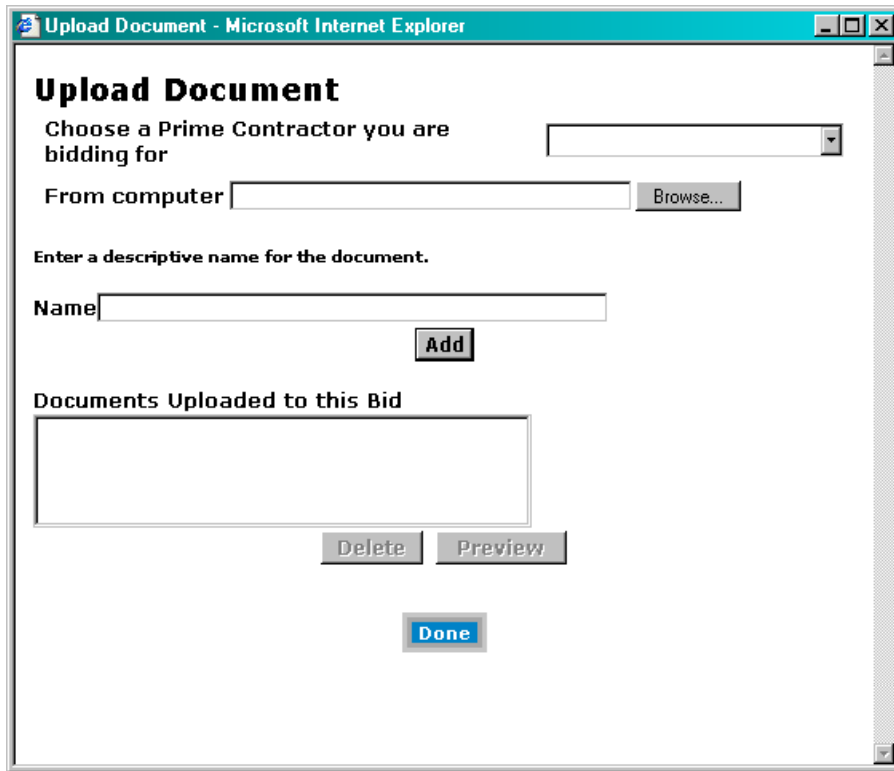
Step 1. Click the Attach button.



The screenshot shows a web form titled "Place Your Bid" with a blue header. Below the header, it displays "Time Left = 254d:0h:40m:59s". The form includes a "Bid Amount (per unit)" input field with a note: "Please let the system bring the Bid Amount from the Line Items page for you." There is a checkbox for "Full Bid Quantity Only" and a "Bid Quantity" input field with the value "1". Three buttons are visible: "2. Line Items...", "3. Submit", and "1. Attach", which is highlighted with a grey border. Below the buttons is an "Attachments" section with a file upload icon and a note: "Your Section B attachment must match your inputs on the Line Items screen." At the bottom, there is a "Comments" text area with a character count: "Less than 200 characters".

Figure 6 - The Attach Button

The Upload Document screen appears as shown in the next figure.

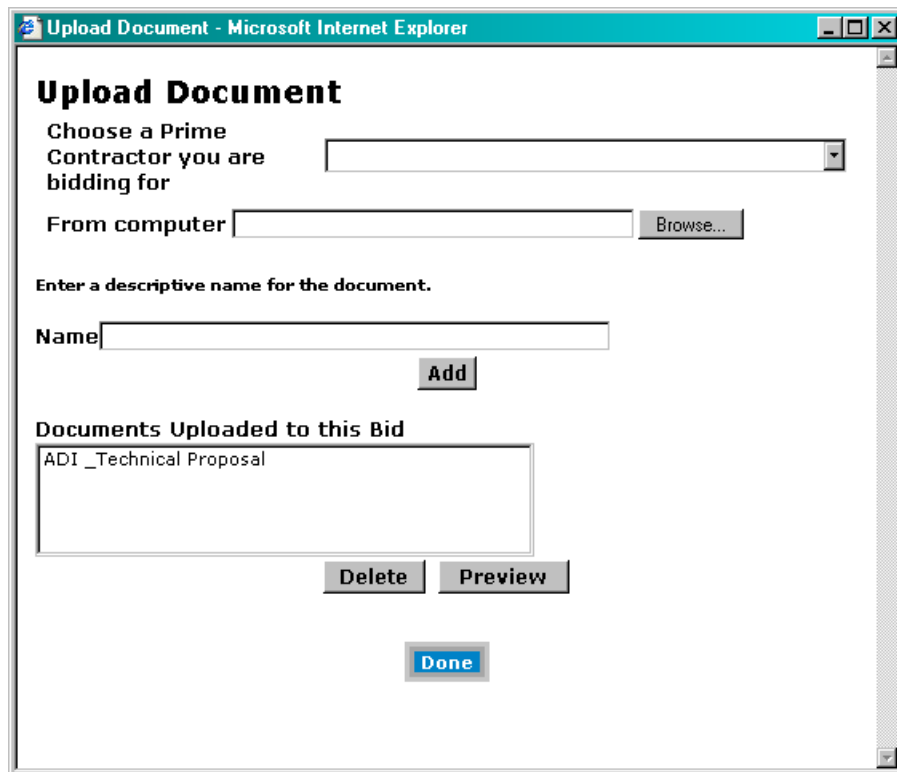


**Figure 7 - Upload Document Screen #1**

Step 2. Upload each proposal document:

- Select a contractor from a drop-down list. If you are a prime submitting a bid on your own behalf, choose your own company from a list. If you are submitting a bid as a subcontractor, you must select a prime contractor company you are bidding for.
- Use the Browse button to select the appropriate file
- Enter a description for the file in the Name field
- Click on the Add button.

The document uploaded now appears in the Documents Uploaded to this Bid section. Note: it is now prefixed with a prime contractor's name. To attach another document, repeat Step 2.



**Figure 8 - Update Document Screen #2**

- Step 3. When you have completed attaching all necessary documents, click on the Done button.

The Upload Document screen closes and the Bid Event screen is in full view with your attachment(s) in the corresponding list

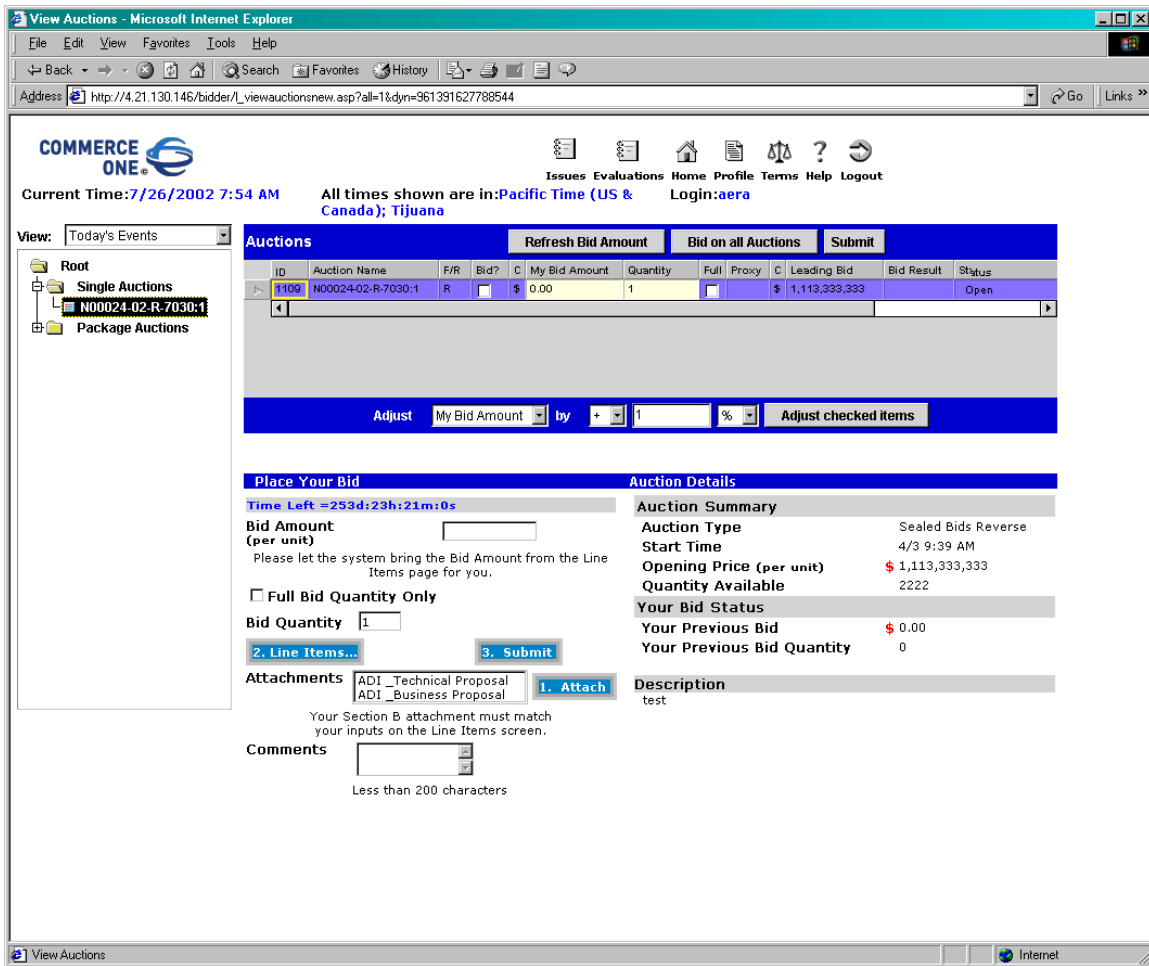
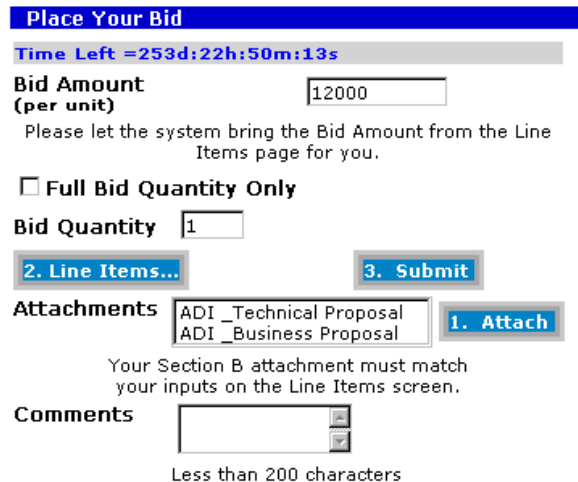


Figure 9 - Bid Event Sample Screen

Enter any comments in the Comments field if you desire.

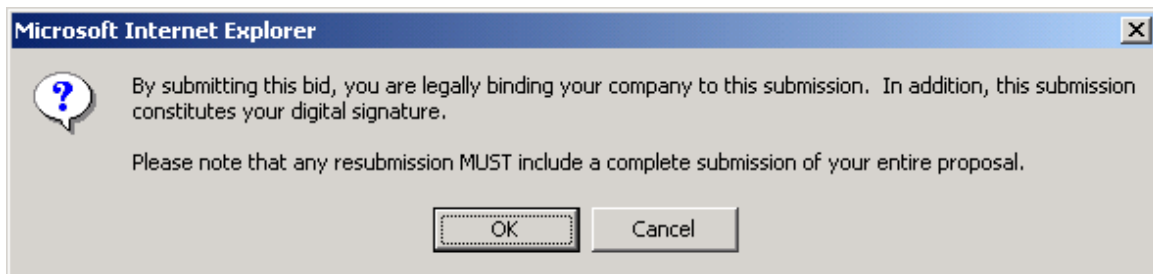
Once you have attached your proposal documents, you are then ready to submit your proposal.



**Figure 10 - Submitting the Proposal**

To submit your information to the SeaPort Office, follow these procedures:

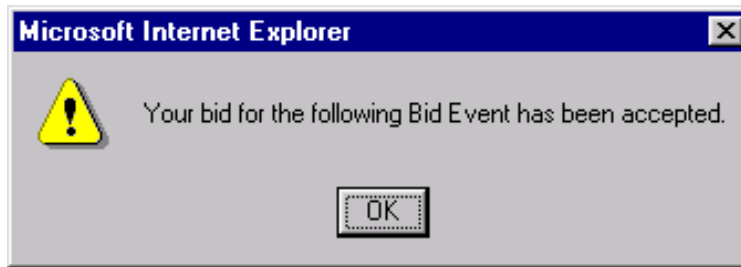
Step 1. Click on the Submit button. A confirmation message appears:



**Figure 11 - Proposal Submission Confirmation Message**

Step 2. If you want to submit your response, click on OK. Otherwise, click Cancel to cancel this action.

If you clicked OK, a message appears notifying you that your bid has been accepted.



**Figure 12 - Proposal Submission Acceptance Message**

- Step 3. Click on OK to accept this message. The amount you entered now appears in the Bid Event Details section under Your Previous Bid.
- Step 4. Click on the Logout icon located at the top of the screen, once you have completed your submission.

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## 2.4 Subcontractor Proposal Submission

If you are bidding (subcontracting) with more than one prime contractor on the same solicitation, you must upload all of your proposals at the same time or Auction Services software will only recognize the most recent proposal. In other words, if you submit your proposals one at a time, only the last submission is recognized as *current* by the software.

For each proposal submission, after choosing a prime you are bidding for, the attachment name is automatically prefixed with the name of the prime contractor.

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## 2.5 Important Information Regarding Proposal Submissions (Please Read this Section)

No matter whether you are a prime or sub- contractor, if you need to resubmit your attachments, you may do so by following the steps outlined above in section **Error! Reference source not found.** You can continue doing this until the bid event closes. Your last submission *only* will constitute the official proposal submission.

If you only update the Attachments, you must also resubmit the total bid amount. To accomplish this you have to:

- Manually enter the amount in the Bid Amount field (Note: See the Bid Event Details section for your last bid amount.)

If you need to update your attachments from a previous submission, **YOU MUST RESUBMIT ALL ATTACHMENTS** via the Submit Bid button. (Make sure you enter the total bid amount as described above.)



