



CHECKLIST - ELECTRONIC CONTRACTING END TO END

● PURPOSE

- a. The purpose of this document is to provide SPAWAR HQ policy for the electronic development, routing, review, approval, issuing, receiving, distribution and archiving of contract documents.

● POLICY

- a. It is the policy of SPAWAR Claimancy that contract documents shall be developed electronically using appropriate contracting applications (i.e.. PD2, **Seaport**, etc...) routed, reviewed, approved, **issued** and archived electronically in accordance with this policy document.
- b. **The contract files located on the SPAWAR HQ WebXtender shall constitute the official contract file as required by FAR 4.803.** The WebXtender file shall contain all the documents a paper contract file should have. Contract File Checklists are included in the toolbox at the end of this document to assist in ensuring complete files.
- c. **Once the contract has been awarded, it is the Contracting Officer's responsibility to ensure that contract documents have been uploaded into WebXtender Since PD2 will NOT automatically upload attachments to non-funded administrative modification, the contract specialist must manually upload any of these attachments. PD2 should automatically upload contract documents and their associated attachments into WebXtender directly. The**

- | **Contract Specialist should verify that that all** Pre-Award and Post award contract documents are upload into WebXtender.
- d. The SPAWAR Claimancy shall develop and process contract documents electronically. This includes requiring the offerors to submit proposals electronically. Procedures for electronic submission of proposals can be found in the SCPPM document, [Electronic Submission of Proposals/Bids/Quotations](#). Contracting officers shall insert [Provision L-349 "Submission of Electronic Proposals"](#) from the SPAWAR Claimancy Clausebook in their solicitations, unless prior to the issuance of the solicitation approval has been obtained **one level above the contracting officer to not require the electronic submission of proposals/bids/quotes**. Typically, the decision to not require the electronic submission of proposals/bids/quotes will be based on whether the predominance of the potential offerors have access to the information technology needed for the electronic submission

● RESPONSIBILITIES

| *Contracting Officers* will require all contract related documents being generated within the contracts branches to be created, routed, **distributed** and archived electronically.

Contract Specialists Shall develop all contract documents electronically and ensure WebXtender contains the entire file.

Contract Specialist Shall update his/her solicitation page posted on the SPAWAR E-Commerce to the most current milestone status as appropriate.

● PROCEDURES

SPAWAR

a. Drafting and transmitting the Synopsis.

The contract specialist shall first draft the synopsis of the requirement on the SPAWAR E-Commerce Central (E-CC) website under "Create Solicitation", and then ensure it is properly posted to the Federal Business Opportunities (FedBizOpps) website at <http://www.fedbizopps.gov/>, the official Government Point of Entry (GPE). While in the E-CC website, and when the synopsis is ready, the contract specialist has two options as to where the synopsis will go:

Option 1 - If the intent is to post the synopsis on the FedBizOpps immediately, the contract specialist shall click on the radial button titled “Send Pre-Solicitation Synopsis” under “FedBizOpps Information”, or

Option 2 - If the intent is to keep the synopsis “in-house” (i.e. the synopsis can wait to be posted later to the FedBizOpps), then the contract specialist shall click on the radial button titled “Do Not Send Synopsis”. The contract specialist can later send his/her synopsis to FedBizOpps under the edit mode, and by following the procedures described above in Option 1.

If Option 1 is chosen, the contract specialists should then go in to the FedBizOpps Site and verify that the posting took place. FedBizOpps will send the contract specialist an email confirming the posting of the synopsis on its site.

b. Developing the RFP

- (1) The contract specialist shall develop the RFP using the appropriate contracting application (PD2, **Seaport**, etc.)
- (2) The RFP, once approved, shall be posted electronically to the E-CCC website.
- (3) Contracting Officers shall require companies submitting quotations in response to a request for quotations for a delivery/task order directly under Federal Supply Schedules (see FAR Subpart 8.4) to submit them electronically via the E-CC. The SPAWAR E-Commerce Select may be used for these requests for quotations when some or all Federal Supply Schedule contractors will be permitted to submit a quotation..
- (4) For sole source requests for proposals, contract specialist will use E-CC to transmit the synopsis and receive proposals electronically. To create a sole source request from the E-CC, the sole source vendor(s) must register first on the E-CC. Once the sole source vendor(s) is/are registered, the contract specialist will select “**Other than Full and Open Competition – Restricted View**” under “Type of Action” from the Solicitation Page. This process will allow the contract specialist to access and select from the “Select Sole Source Vendor” link, the appropriate sole source vendor(s) from a pop-up window. The sole source vendor(s) are notified automatically via e-mail of the RFP posting. Viewing of the sole source request for proposal page is restricted only to the selected vendor(s), the contract specialist and the contracting officer. The synopsis feature to post to the FedBizOpps is available during the creation of the sole source solicitation page.

c. Downloading of Electronic proposals/bids/quotes from the SPAWAR E-CC

- (1) The E-CC will automatically notify (via e-mail) the Contract Specialist when a proposal/bid/quote and a modification or revision of a proposal/bid/ quote has

been submitted or posted by a vendor on the E-CC. Upon receipt of the e-mail notification, the Contract Specialist will click on the URL link contained in the e-mail to access the proposal from the E-CC.

- (2) Clicking the URL link contained in the e-mail notification will launch the Contract Specialist's workstation's Browser and connect the Contract Specialist to the E-CC restricted e-proposal page access. The Contract Specialist will be prompted for an assigned E-CC userid and password. After the Contract Specialist enters the userid and password pair, the browser will open the E-CC e-proposal page for restricted viewing and downloading. The Contract Specialist will click on "View Proposal Documents" found near the bottom of the page. This link will open the "Proposal Documents" page. The "Proposal Documents" page contains all the pertinent information including the vendor's profile (company and POC). It also contains the Date and Time stamp of the submission and receipt of the proposal/bid/quote or the modification or revision of a proposal/bid/quote. The proposal documents submitted by the vendor can be downloaded by clicking on each document found next to "Attachments" near the bottom of the page. The Contract Specialist's workstation is not a secure location for an offeror's protected bid or proposal data. Therefore, the proposal documents shall be downloaded directly to a **CD, DVD, or a secure network or web based location**. The Contract Specialist will label all proposal storage media with a label pertaining to the solicitation. In addition, all proposal storage media will be marked "Source Selection Information -- See FAR 3.104" and placed in a secure area (e.g., locked cabinets). Please contact your System Administrator if you need further assistance.

Additional Notes:

- a. SPAWAR Claimancy Contract Specialist (SCCS) E-CC Users may download e-Proposals anytime after e-proposals are submitted and posted by prospective vendors on the e-CC.
- b. SCCS e-CC Users have a 7 day window to download e-Proposals AFTER the closing date of the Solicitation.
- c. All e-Proposals will be moved from the E-CC to the WEBX exactly 7 days after the closing date of the Solicitation.
- d. Authorized ASSIST users can download e-Proposals from ASSIST at anytime as long as the Source Selection page is on open status.
- e. e-Proposals from ASSIST will be purged after the Source Selection is closed by the Contract Specialist.

d. Updating STATUS and preserving the Data Integrity of Solicitation/RFP pages on the SPAWAR E-CC

- (1) The contract specialist shall change the "Status" of their respective solicitation

Note: This "living" document will be electronically updated to the maximum extent possible on a regular or as needed basis. Always refer to the web site version located at: [https://e-commerce.sscno.nmci.navy.mil/Command/02/ACQ/navgenint.nsf/policydocs/C0ACD1A60560357586257AED007B52FC/\\$file/Electronic Contracting Checklists End to End.pdf](https://e-commerce.sscno.nmci.navy.mil/Command/02/ACQ/navgenint.nsf/policydocs/C0ACD1A60560357586257AED007B52FC/$file/Electronic Contracting Checklists End to End.pdf) for the most up-to-date version.

page to “4. Evaluation” after each solicitation closing. This will move their solicitation page from the “Open Solicitations” view to “Closed Solicitations” view.

- (2) Upon award of a Solicitation, the contract specialist shall change the “Status” of their respective solicitation page to “5. Award”. When necessary, submission of award synopsis to the FedBizOpps website shall be conducted.

e. Distribution of Proposals for Evaluation (SPAWAR HQ)

- (1) The contract specialist shall move all electronic proposals to the Virtual Proposal Room, (VPR) after solicitation closing.
- (2) The contract specialist shall click and open each proposal page and use the “Archive to VPR/WEBX” link located on the top of the proposal page to access the “Archive Proposal Documents” page.
- (3) The contract specialist will select the applicable volume number from the “Volume Number:” pull down list for each submission and check all corresponding files (listed on the page) associated to the selected volume.
- (4) If applicable, the contract specialist will select the appropriate FPR (Final Proposal Revision) number from the “FPR Number:” pull down list for each submission and check all corresponding files (listed on the page) associated to the selected FPR and Volume.
- (5) Files submitted to the VPR will be available for viewing in WebXtender the following SPAWAR business day.
- (6) The contract specialist and contracting officer will have full access to the VPR via WebXtender. If access is required for sponsors or Technical Evaluation Board (TEB) members, the contract specialist will submit an e-mail request, and enter on the “Subject” line: “WebX Access for SPONSORS or TEB Members” to paperless.spawar@navy.mil. The e-mail request will contain the users full name, program office code and e-mail address. All user requests will be provided a “read only” access to WebXtender. SPAWAR **Paperless Branch** will review and approve all requests. Sponsors and TEB users will be notified via e-mail upon approval.

f. Quotations submitted under request for quotations under Federal Supply Schedules to be submitted electronically to the SPAWAR E-CC site:

Contracting officers may require companies submitting quotations in response to a request for quotations for a delivery/task order directly under Federal Supply Schedules (see FAR Subpart 8.4) to submit them electronically via the E-CC. The E-CC may be used for these requests for quotations only when any and all Federal Supply Schedule contractors whose Schedules include the supplies/services solicited, will be permitted to submit a quotation. The request for quotations will be posted at the SPAWAR Contracts Directorate’s Business Opportunities Page.

When the electronic submission of quotes is required, contracting officers shall insert paragraph (a) and (b) of Provision L-349 “Submission of Electronic Proposals” in their request for quotations for a delivery/task order directly under Federal Supply Schedules.

At the discretion of the Contracting Officer, a provision substantially the same as “**Late Submission and Modification of Quotations**” may be inserted in the Request for Quotations (i.e. if the contracting officer wants a late quotations provision to apply). When a request for quotation does not contain a specific late quotations provision requiring receipt of quotations by a specified date in order to be considered, but instead merely calls out a due date, the contracting officer should normally consider any quotations received prior to the selection decision if no substantial activity has transpired in evaluating quotations. However, once a late quotations provision is inserted, then the contracting officer needs to adhere to it.

SSC-LANT

Clicking the URL link contained in the e-mail notification will launch the Clerk’s workstation’s Browser and connects the Clerk to the SPAWAR E-CC restricted e-proposal page access. The Clerk will be prompted for an assigned E-CC userid and password. After the Clerk enters the userid and password pair, the browser will open the E-CC e-proposal page for restricted viewing and downloading. The Clerk will click on “View Proposal Documents” found near the bottom of the page. This link will open the “Proposal Documents” page. The “Proposal Documents” page contains all the pertinent information including the vendor’s profile (company and POC). It also contains the Date and Time stamp of the submission and receipt of the proposal/bid/quote or the modification or revision of a proposal/bid/quote. The proposal documents submitted by the vendor can be downloaded by clicking on each document found next to “Attachments” near the bottom of the page. The Clerk’s workstation is not a secure location for an offeror’s protected bid or proposal data. Therefore, the proposal documents shall be downloaded temporarily to the user’s PC hard drive (e.g. their D: drive). Proposal documents downloaded to the user’s PC hard drive shall be burned/transferred to a CD or DVD depending on the size of the proposal documents. The Clerk will label all proposal storage media with a label pertaining to the solicitation.

g. Disposition of Electronic Proposals Upon Award of Contract

(1) SPAWAR-HQ

(a) The contract specialist will complete a [Contract Document Checklist \(ToolBox Enclosure \(1\)\)](#) and ensure all contract documents associated with the contract are present and in electronic form and submit it to the PCO for review.

(b) PCO’s shall review and sign the Contract, [Delivery Order \(ToolBox Enclosure \(2\)\)](#), or [Modification \(ToolBox Enclosure \(3\)\)](#) document checklist.

- (c) The specialist will upload the contract documents into WebXtender within 15 working days after award of contract. The specialist shall ensure the file contained on WebXtender is the “Official Contract File”.
- (d) The contract specialist shall move all electronic proposals to the Virtual Proposal Room (VPR) after solicitation closing.
- (e) The contract specialist shall click and open each proposal page and use the “Archive to VPR/WEBX” link located on the top of the proposal page to access the “Archive Proposal Documents” page.
- (f) The contract specialist will select the applicable volume number from the “Volume Number:” pull down list for each submission and check all corresponding files (listed on the page) associated to the selected volume.
- (g) If applicable, the contract specialist will select the appropriate FPR (Final Proposal Revision) number from the “FPR Number:” pull down list for each submission and check all corresponding files (listed on the page) associated to the selected FPR and Volume.
- (h) Files submitted to the VPR will be available for viewing in WebXtender the following SPAWAR business day.

OPTIONAL PROCESS - The contract specialist will complete the [WebXtender Document Index Sheet-Pre Award](#), and ensure the proposals/bids/quotations submitted by all offerors are transferred to the Share Drive “O” or copied to a disk or CD. The CD or disk shall be labeled with the contract number and the name of the negotiator. The contract specialist shall notify Brace Management Group of the file location, if on the Share Drive “O” or hand carry the files in an electronic form (CD, disk), along with the checklist and index sheet, to Brace Management Group, Inc. for input into the “official contract file” maintained in WebXtender

Additional Notes:

1. SCCS E-CC Users must use the ISSUE CONTRACT AWARD feature on the e-CC to transmit AWARD Synopsis to FedBizOpps.
2. E-CC Solicitations must be in the EVALUATION status in order access the ISSUE CONTRACT AWARD link.
3. During a successful submission:
 - a. The ISSUE CONTRACT AWARD page will automatically move your status from EVALUATION to AWARD and transmit your AWARD Synopsis to FedBizOpps. SCCS E-CC users will receive an acknowledgement email from FedBizOpps indicating a successful or failed transmission.

- b. All pre-award docs (e.g., RFP's, Amendments, SOW's, etc) posted on your Solicitation page will be automatically move from the E-CC to WEBX.

(2) SSC-LANT

Upon award of the contract, the proposals/bids/quotations submitted by all offerors will be transferred to a CD or DVD. The CD or DVD will be labeled with the contract number and then provided to SSC-LANT Code 731RB for input into the “official contract file” maintained in Application Extender (AE).

(3) SSC-PAC

Upon award of the contract, the proposals/bids/quotations submitted by all offerors will be transferred to a floppy disk. The disk will be labeled with the contract number and then provided to SSC-PAC Code D232 for input into the “official contract file” maintained in Application Extender (AE).

BRACE Management Group, Inc. indexes and imports all documents into WebXtender including proposals.

● APPROVALS

None

● MISCELLANEOUS

Electronic Contracting Tool Box

1. Contract Document Checklist (Current)
2. Delivery Order Checklist
3. Modification Checklist
4. Simplified Acquisitions Award Checklist
5. WebX Index Sheet (PRE) (w/Index Reference sheet)
6. WebX Index Sheet (POST) w/Index Reference sheet)
7. WebXtender User Manual
8. **Distribution Sheets (HQ, PAC, LANT) –
Contract/Modification Distribution SCPPM**