



1. PURPOSE

The purpose of this document is to provide Claimancy policy and procedures for the electronic submission of proposals/bids/quotations in response to HQ and SSC-Atlantic and SSC-Pacific solicitations.

The SPAWAR Contracts Directorate's (2.0) Business Opportunities Page contains the [SPAWAR E-Commerce Central \(E-CC\)](#). The [SPAWAR E-CC](#) can accept electronic proposals/bids/quotations submitted by registered vendors. For information about electronic proposal submission, please visit the SPAWAR E-CC site that is available at <https://e-commerce.sscno.nmci.navy.mil/>.

Related guidance is available under CMPG Process Guide [2.2.4 Receive Proposals or Quotes](#).

2. POLICY

2.1 Proposals/Bids/Quotations

Companies submitting proposals/bids/quotations in response [SPAWAR HQ](#), [SSC Atlantic](#), and [SSC Pacific](#) solicitations (Request For Proposals (RFP), Invitation For Bids (IFB), and Request For Quotes (RFQ) under [FAR Part 13](#)) are required to submit them electronically via the [SPAWAR E-CC](#).

1. E-CC submission is not required if approval has been obtained one level above the contracting officer, prior to the issuance of the solicitation.
2. Typically, the decision to not require the electronic submission of proposals/bids/quotes will be based on whether the predominance of the potential offerors has access to the information technology needed for the electronic submission.

2.2 Federal Supply Schedule RFQs

- A. Contracting officers may require companies submitting quotations in response to an RFQ for a delivery/task order directly under Federal Supply Schedules (see [FAR Subpart 8.4](#)) to submit them electronically via the [SPAWAR E-CC](#). The SPAWAR E-CC may be used for these RFQs only when any and all Federal Supply Schedule contractors will be permitted to submit a quotation.
- B. Contracting officers will not use the SPAWAR E-CC for RFQs for a delivery/task order directly under Federal Supply Schedules when the competition will be limited to specific Federal Supply Schedule contractors.
- C. Contracting officers will also not use the SPAWAR E-CC for competitions under multiple award contracts (see [FAR 16.504](#) and [16.505](#)) and RFQs for a delivery/task order under blanket purchase agreements issued under Federal Supply Schedules.

2.3 Sole Source RFPs

- A. For sole source RFPs, contracting officers will use [SPAWAR E-CC](#) to transmit the synopsis and receive proposals electronically. Instead of posting the sole source RFP at the SPAWAR E-CC Business Opportunities Page, contracting officers will insert a statement substantially the same as the following:

Request for Proposal _____ [Contracting officers insert solicitation number] is a sole source solicitation previously synopsisized in the Commerce Business Daily on _____ [Contracting officers insert date of synopsis].

- B. Contracting officers will transmit the actual RFP to the potential sole source contractor by means other than posting it on the [SPAWAR E-CC](#) Business Opportunities Page (e.g. transmitting it via e-mail). Contracting officers will ensure that [Provision L-349 "Submission of Electronic Proposals"](#) from the [SPAWAR Claimancy Clausebook](#) is included in their solicitation.



3. RESPONSIBILITIES

3.1 Contracting Officer

- A. When the electronic submission of proposals/bids/quotes is required, the **Contracting Officer** inserts [Provision L-349 "Submission of Electronic Proposals"](#) from the [SPAWAR Claimancy Clausebook](#) in the solicitation.

4. PROCEDURE

4.1 Downloading electronic proposals/bids/quotes from the SPAWAR E-CC

A. SPAWAR HQ/SSC Pacific

1. The [SPAWAR 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 SPAWAR E-CC. Upon receipt of the e-mail notification, the Contract Specialist will use the URL link contained in the e-mail to access the proposal from the [SPAWAR E-CC](#).
2. Using 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 [SPAWAR E-CC](#) restricted e-proposal page access. The Contract Specialist will be prompted for an assigned SPAWAR E-CC user ID and password. After the Contract Specialist enters the user ID and password pair, the browser will open the SPAWAR 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.
3. The "View Proposal Documents" 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.
4. 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. Proposal documents can be downloaded to a CD/DVDs or a secure network location (check with the [Paperless Branch](#)). 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 (i.e. locked cabinets). Please contact your System Administrator if you need further assistance.

B. SSC Atlantic

1. Use the URL link contained in the e-mail notification will launch the Clerk's workstation's Browser and connect the Clerk to the SPAWAR E-CC restricted e-proposal page access. The Clerk will be prompted for an assigned E-CC user ID and password. After the Clerk enters the user ID 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.
2. The "View Proposal Documents" 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.
3. 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. Proposal documents can be saved to a CD/DVD, depending on the size of the proposal documents. The Clerk will label all proposal storage media with a label pertaining to the solicitation.

4.2 Distribution of Proposals for Evaluation

A. SPAWAR HQ

1. Contracting Specialists will provide each technical evaluator with a copy of each technical proposal on a disk, and, if necessary, compressed using WinZip. Each disk will be marked "Source Selection Information – See [FAR 3.104](#)". Upon award of the contract and the conclusion of any litigation, the contracting specialist will ensure that the contents of any disks not needed by the technical evaluators for contract administration are deleted.
2. Contracting Specialists will also provide each person evaluating the cost proposal and the contract proposal a copy of the cost and contractual proposal on a disk, and, if necessary, compressed using WinZip. Each disk will be marked "Source Selection Information – See [FAR 3.104](#)". Upon award of the contract and the conclusion of any litigation, the contracting specialist will ensure that the contents of any disks not needed by the evaluators for contract administration are deleted.
3. [Provisions L-316 "Submission of Proposals \(Simplified\)"](#) and [L-317 "Submission of Proposals \(Complex\)"](#) require the offeror to submit their proposal in three volumes: Volume I "Technical", Volume II "Cost/Price" and Volume III "Contractual". [Provision L-349 "Submission of Electronic Proposals"](#) requires that each offeror mark each electronic file in their proposal with the proposal volume number. Consequently, the contracting specialists can readily copy only the technical proposal onto a disk for the evaluation of the technical proposal.

B. SSC Atlantic

1. Contracting Specialists will provide each technical evaluator with a copy of each technical proposal on a CD/DVD. Each CD/DVD will be marked "Source Selection Information – See [FAR 3.104](#)". Upon award of the contract and the conclusion of any litigation, the contracting specialist will ensure that the contents of any CD/DVD's not needed by the technical evaluators for contract administration are destroyed.
2. Contracting Specialists will also provide each person evaluating the cost proposal and the contract proposal a copy of the cost and contractual proposal on a CD/DVD. Each CD/DVD will be marked "Source Selection Information – See [FAR 3.104](#)". Upon award of the contract and the conclusion of any litigation, the contracting specialist will ensure that the CD/DVD's not needed by the evaluators for contract administration are destroyed.
3. [Provisions L-316 "Submission of Proposals \(Simplified\)"](#) and [L-317 "Submission of Proposals \(Complex\)"](#) require the offeror to submit their proposal in three volumes: Volume I "Technical", Volume II "Cost/Price" and Volume III "Contractual". [Provision L-349 "Submission of Electronic Proposals"](#) requires that each offeror mark each electronic file in their proposal with the proposal volume number. Consequently, the contracting specialists can readily copy only the technical proposal onto a disk for the evaluation of the technical proposal.

C. SSC Pacific

1. SPAWAR SSC Pacific contract specialists may copy each proposal onto a CD/DVD in accordance with the guidance applicable to SPAWAR HQ in



paragraph 4.2.A above or the contract specialists may print a copy of the volumes to be given to the members of the cost and technical evaluation teams. Disks must also be labeled with the name of the person authorized to receive and store them during evaluation.

4.3 Quotations submitted electronically to the SPAWAR E-CC site under a Federal Supply Schedule (FSS) request for quotations:

- A. 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 [SPAWAR E-CC](#). The SPAWAR E-CC may be used for these requests for quotations only when any and all Federal Supply Schedule contractors who's 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.
- B. 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.
- C. The contracting officer may insert a provision substantially the same as the attached ["Late Submission and Modification of Quotations"](#) provision, if the contracting officer wants a late quotations provision to apply (i.e., the use of the provision is at the discretion of the contracting officer). 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 contacting 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.

4.4 Disposition of Electronic Proposals upon Award of Contract

- A. SPAWAR HQ
Upon award of the contract, the proposals/bids/quotations submitted by all offerors will be uploaded to [WebXtender \(WebX\)](#).
- B. SSC Atlantic
Upon award of the contract, the proposals/bids/quotations submitted by all offerors will be transferred to a CD/DVD. The CD/DVD will be labeled with the contract number and then provided to SSC Atlantic Code 731RB for input into the "official contract file" maintained in Application Extender (AE).
- C. SSC Pacific
Upon award of the contract, the proposals/bids/quotations submitted by all offerors will be transferred to a CD/DVD. The disk will be labeled with the contract number and then provided to SSC Pacific Code D232 for input into the "official contract file" maintained in Application Extender (AE).

5. APPROVALS

None

6. TOOLBOX

None

7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.



Date	Description of Changes
May 2016	Content formatted and reorganized. Links updated
March 2012	Last version created in old format.