

How to Submit a Response via FedConnect

1. Log in to FedConnect at www.fedconnect.net.
2. Click on Opportunities.
3. Search for a specific opportunity and click the title.
4. On the Opportunity Summary page, click the Register to Receive Notifications button.

FedConnect
COMPUSEARCH SOFTWARE SYSTEMS, INC. — Susannah, Brewer

Help | My Profile | Company Profile | Sign Out

Opportunity: FIL-SOL-11-0066

Description
FIL-SOL-11-0066

Overview

Reference number:	FIL-SOL-11-0066
Issue date:	07/25/2013
Response due:	07/25/2013 05:00 PM ET
Set Aside:	N/A
NAICS:	
PSC / FSC:	1005-GUNS, THROUGH 30 MM
Agency:	COTS9 Agency Code - COTS9 Office Code 1
Contracting office:	

This is the opportunity summary page. To the left you will see a description and an overview of this opportunity. To the right you will see a list of the attached documentation. To view any of the attachments, simply click the attachment name.

To respond to this opportunity or submit questions, you must first register as an interested party. To register, click the Register to Receive Notifications button below.

What do I do now?

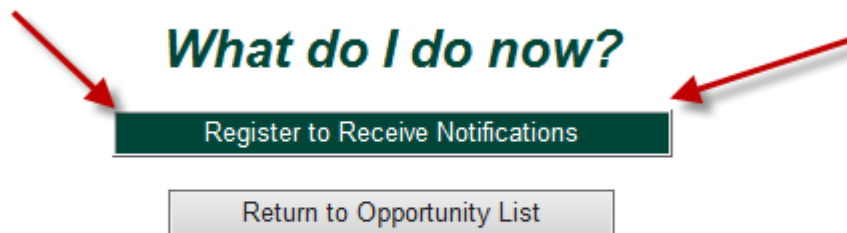
Register to Receive Notifications

Return to Opportunity List

Documentation

- FIL-SOL-11-0066
 - Solicitation
 - Overview
 - SF 1449 (2/2012)
 - test

Close-up:



This sends an acknowledgement back to the solicitation in EAS and brings you to the Opportunity Summary page.

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Opportunity: FIL-SOL-11-0066

The screenshot displays the FedConnect interface for opportunity FIL-SOL-11-0066. On the left, there are sections for Description, Overview, and Contracting office. The Overview section includes details like Reference number, Issue date, Response due, Set Aside, NAICS, PSC / FSC, Agency, and Contracting office. In the center, there is an 'Inbox' section with a search bar and a 'New' button. Below the search bar, it says 'No messages found.' At the bottom center, there is a 'Return to Opportunity List' button. On the right, there are sections for Documentation, Responses, and Response Team. The Responses section has 'Create' and 'Submit No Response' buttons, and it also says 'No responses found.' The Response Team section lists 'Susannah, Brewer' as a team member.

5. To send a question to the agency regarding this solicitation, click New in the Message Center in the center of the page.

(Recommended individual file size is 25 MB or less with a total size for all attachments of 100 MB or less)

Attach File **Print** **Delete**

To: COTS9 Agency Name - COTS9 Office Name 1

Document: FIL-SOL-11-0066 (FIL-SOL-11-0066)

Subject: *

Attachments

Warning: Any message sent may be replied to publicly. Do not enter any proprietary information here.

Save **Send** **Cancel**

You can attach files and send questions. Click Send to send the message.

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- To create a response, click the Create button in the Responses section on the right side of the screen.

The screenshot shows the FedConnect web application interface for opportunity **FIL-SOL-11-0066**. The interface is divided into several sections:

- Header:** FedConnect logo, navigation links (Help, My Profile, Company Profile, Sign Out), and user information (COMPUSEARCH SOFTWARE SYSTEMS, INC. — Susannah, Brewer).
- Main Content Area:**
 - Description:** FIL-SOL-11-0066
 - Overview:** Reference number: FIL-SOL-11-0066, Issue date: 07/25/2013, Response due: 07/25/2013 05:00 PM ET, Set Aside: N/A, NAICS: PSC / FSC: 1005-GUNS, THROUGH 30 MM, Agency: COTS9 Agency Code - COTS9 Office Code 1, Contracting office: Issue office for duplication 1 x, Address1 for Issue duplicate x, Address2 for Issue duplicate x.
 - Inbox:** Search Criteria | Advanced Options, From dropdown, Search button, No messages found.
 - Responses:** Create button (highlighted with a red arrow), Submit No Response button, No responses found.
- Right Sidebar:**
 - Documentation:** FIL-SOL-11-0066, Solicitation, Overview, SF 1449 (2/2012), test.
 - Response Team:** Team Member: Susannah, Brewer.

Close-up:

The close-up screenshot shows the **Responses** section of the interface. It features two buttons: **Create** (with a document icon) and **Submit No Response** (with a red 'X' icon). Below these buttons, the text **No responses found.** is displayed. A red arrow points to the **Create** button.

- Review the information on the Cover Page of your response. Update as needed and click Continue at the bottom of the page when you have finished.

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cover page | attachments | cost sensitive attachments | summary | complete

Description: *
This description is for your convenience and will not be transmitted with the response to the agency.

Company name:
DUNS:

Mailing address:

City:
State:
Postal code:
Country:

Contact:
Phone:
Fax:
Email:

8. If you have attachments, click the Attach File button on the Attachments page.

cover page | **attachments** | cost sensitive attachments | summary | complete

Documents attached here will be submitted as part of your official response and will be made available to all members of the evaluation team. If part or all of this response may result in a contract with the government, please be sure to attach a document containing the signature of someone who can contractually bind the company.

(Recommended individual file size is 25 MB or less with a total size for all attachments of 100 MB or less)

There are currently no attachments.

9. Enter a title and click the button next to File Name.

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FedConnect[®]

COMPUSEARCH SOFTWARE SYSTEMS, INC. — Susannah, Brewer

Attachment Details

Title: *

File name: *

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10. Click Browse, select your file, and then click Upload.

FedConnect

Help

COMPUSEARCH SOFTWARE SYSTEMS, INC. — Susannah, Brewer

Attachment - Upload File

Select file to be uploaded.

Warning: File names greater than 50 characters will be truncated.

11. Click Save & Return.

How to Submit a Response via FedConnect

FedConnect
COMPUSEARCH SOFTWARE SYSTEMS, INC. — Susannah, Brewer

Attachment Details

Title: * Attachment

File name: * Attachment 1.docx

Created by: Susannah, Brewer

Last updated by: Susannah, Brewer

12. If you have additional files to upload, repeat the previous steps. If not, click Continue at the bottom of the page.

FedConnect Help | My Profile | Company Profile | Sign Out
COMPUSEARCH SOFTWARE SYSTEMS, INC. — Susannah, Brewer 🏠

[cover page](#) | **attachments** | [cost sensitive attachments](#) | [summary](#) | [complete](#)

Documents attached here will be submitted as part of your official response and will be made available to all members of the evaluation team. If part or all of this response may result in a contract with the government, please be sure to attach a document containing the signature of someone who can contractually bind the company.

(Recommended individual file size is 25 MB or less with a total size for all attachments of 100 MB or less)

Title	File Name		
Attachment	Attachment 1.docx	Details	<input type="button" value="x"/>

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13. If you have Cost Sensitive attachments, the steps are the as for uploading regular attachments.

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The screenshot shows the 'Cost Sensitive Attachments' page in FedConnect. At the top, there is a navigation bar with 'FedConnect' logo, 'COMPUSEARCH SOFTWARE SYSTEMS, INC. — Susannah, Brewer', and links for 'Help', 'My Profile', 'Company Profile', and 'Sign Out'. Below the navigation bar, there are breadcrumb links: 'cover page | attachments | **cost sensitive attachments** | summary | complete'. The main content area contains a message: 'Documents attached here will be identified as cost sensitive and will be kept separate from the remaining portions of your proposal. Cost sensitive attachments may only be viewed by members of the cost proposal evaluation team. (Recommended individual file size is 25 MB or less with a total size for all attachments of 100 MB or less)'. There is an 'Attach File' button and a large empty box for attachments. At the bottom, there are three buttons: 'Previous', 'Continue', and 'Return to Opportunity Summary'. The footer contains copyright information: '© 2012 CompuSearch Software Systems, Inc. All rights reserved.', 'Terms of Service', and 'About FedConnect'.

14. When you are done with the Cost Sensitive Attachments page, click Continue at the bottom of the screen.

15. Review all of the information on the Summary screen. If all is correct, click the Continue button at the bottom of the screen.

The screenshot shows the 'Summary' page in FedConnect. At the top, there is a navigation bar with 'FedConnect' logo, 'COMPUSEARCH SOFTWARE SYSTEMS, INC. — Susannah, Brewer', and links for 'Help', 'My Profile', 'Company Profile', and 'Sign Out'. Below the navigation bar, there are breadcrumb links: 'cover page | attachments | cost sensitive attachments | **summary** | complete'. The main content area contains a 'Print' button and a large box with the following information: 'Reference Number: FIL-SOL-11-0066', 'Cover Page', 'Description: As Solicited', 'Company name: COMPUSEARCH SOFTWARE SYSTEMS, INC.', 'DUNS: 130698921 -', 'Mailing address: 21251 RIDGETOP CIR STE 100, SUITE 300 TEST, SUITE 400 TEST, City: DULLES, State: VA, Postal code: 201666501, Country: USA', 'Contact: CHAE SHIM, Phone: 7034813699, Fax: 7034813442, Email: chae@compusearch.com'. Below this is a table for 'Attachments' with columns 'Title', 'File Name', 'Created By', and 'Last Updated By'. The table contains one row: 'Attachment', 'Attachment_1.docx', 'Susannah, Brewer', and 'Susannah, Brewer'. There are also sections for 'Option Line Items', 'Cost Sensitive Attachments', and 'Complete'. At the bottom, there are three buttons: 'Previous', 'Continue', and 'Return to Opportunity Summary'. A red arrow points to the 'Continue' button. The footer contains copyright information: '© 2012 CompuSearch Software Systems, Inc. All rights reserved.', 'Terms of Service', and 'About FedConnect'.

16. On the Complete page, update the Offer valid for day(s) value if needed, and click the Submit Response to Agency button.

How to Submit a Response via FedConnect

This is the final step in the response process.

- If part or all of this response may result in a contract with the government, please ensure that your response includes an attachment containing the signature of someone who can contractually bind the company.
- To review or make changes, click **Previous** to step back through the response pages.
- If the response is ready for submission, click **Submit Response to Agency**.

Offer valid for (days):

Submit Response to Agency

[Previous](#) [Return to Opportunity Summary](#) [Cancel](#)



Close up:

This is the final step in the response process.

- If part or all of this response may result in a contract with the government, please ensure that your response includes an attachment containing the signature of someone who can contractually bind the company.
- To review or make changes, click **Previous** to step back through the response pages.
- If the response is ready for submission, click **Submit Response to Agency**.

Offer valid for (days):

Submit Response to Agency

[Previous](#) [Return to Opportunity Summary](#) [Cancel](#)

17. Your response has been queued for pick-up by the agency. Once it has been picked up, your status will be Submitted and a date and time will show in the Picked up by Agency field. Click Return to Opportunity Summary.

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[cover page](#) | [attachments](#) | [cost sensitive attachments](#) | [summary](#) | **[confirmation](#)**

Print

Your response has been successfully submitted.
Keep a copy of this page for your records.

Confirmation Number: 635108828123385000
Sent: 7/31/2013 3:23:46 PM

Status: Queued. Awaiting agency pick-up.

Picked up by Agency:

Offer good for 60 days.

[Return to Opportunity Summary](#)

18. Once you have submitted your response, you will see it in the Responses table. If the status is Submitted, the agency has not yet picked it up. Once the agency picks it up, the status will be Received.

Description	Status	Date	History	Copy	Withdraw
As Solicited	Received	07/31/2013	History	Copy	Withdraw