



Directions for Responding to a Business Opportunity via the Business Opportunities Website (BOW)

Company must be registered in iSupplier before a response can be submitted to a business opportunity via the BOW.

Types of postings:

Sources Sought:

- ❖ NTESS is seeking capable and qualified sources to potentially fulfil a business opportunity.

Request for Quotation (RFQ):

- ❖ NTESS is seeking prospective Offerors to submit a quote.

Request for Information (RFI):

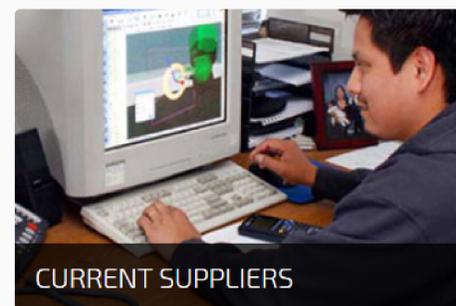
- ❖ NTESS is seeking information from industry on possible upcoming business opportunities.



Locate Business Opportunities Website



Working with Sandia

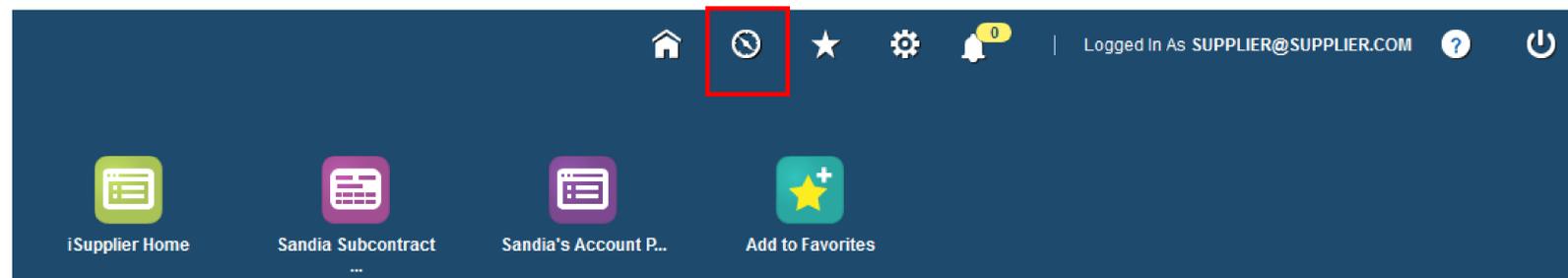


- ❖ Navigate to www.sandia.gov.
- ❖ From the Sandia home page, click on “Partnerships”. Once there, click “Prospective Suppliers”.
- ❖ Scroll down near the middle of the page, click “Opportunities”.
- ❖ Click “View Business Opportunities”.
- ❖ Toward the top right hand side of the page, click “Login”.
- ❖ Login with your iSupplier credentials.

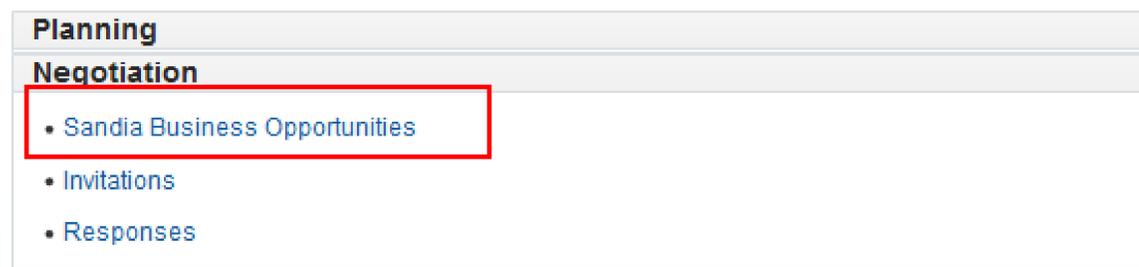


E-Business Suite

- ❖ Click on the Navigator tool, select “SNL iSupplier Portal for Suppliers: → Select “Home”



- ❖ Select “Sandia Business Opportunities”





❖ Select the ID number for the opportunity you wish to submit a response.

Id i	NAICS i	Posting Type i	Posting Title i	Max Value i	Posted i	Posting Close i	Competition Type i
852	236220: Commercial and Institutional Building Construction	RFI	Secure Modular Building		25-Mar-2019	09-Apr-2019 11:35	N/A for RFI
851	221117: Biomass Electric Power Generation	RFQ	Mr. Fusion Home Energy Reactors		25-Mar-2019	21-Apr-2019 11:52	Small Business First

❖ Select “Respond”.

Opportunity Details Page

[Back](#) [Respond](#) [Ask Question](#) This section displays details about this opportunity.

Id 851
 Posting Type RFQ
 Posting Published 25-Mar-2019
 Posting Close 21-Apr-2019 11:52
 Current Time (Albuquerque NM) 09-Apr-2019 09:53
 Estimated Award 05-Apr-2019



❖ Fill in all three required contact information fields.

Enter your contact information and company address. Then click the Next button.

* Contact Email
Enter a contact email from your Email Contact list. If you need to change the list, click the magnifying glass icon.

Contact Name Supplier Testing
 Contact Phone 123-456-7890

* Referred By

* Address Name
Select your company address to be used for any possible RFQ or contract by clicking the magnifying glass icon. To create a new address, click Admin tab, Address Book, Create.

Supplier SUPPLIER
 Address 1234 EUBANK BLVD, ALBUQUERQUE NM 12345-1234

❖ For both the Contact Email and Address Name fields, click the magnifying glass and a pop-up window will open. Ensure the search box at the top is blank, click “Go”.

❖ Select the applicable point of contact or location. Click “Select”.

Search and Select: Contact Email

Search
 To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Quick Select	Email	Name	Office Phone	Status
<input checked="" type="radio"/>	supplier@supplier.com	Supplier Testing	123-456-7890	Subscribe

❖ Click “Next” when all three required fields are populated.



❖ Select the applicable business classification in relation to the NAICS code size business size standard.

[Back](#) [Save](#) [Previous](#) [Next](#) Indicate whether your business is classified as Small, Large or Other based on the NAICS and Business Classification

Large
 Small
 Other

NAICS 236220: Commercial and Institutional Building Construction
Business Size Standard \$36.5M

Small Business Classifications

- Small 8(a) Business
- Small Disadvantaged Business
- Small Veteran-owned Business
- Small Woman-owned Business
- Small Economically-disadvantaged Woman-owned Business
- HUBZone
- Alaskan Native
- Indian Tribe

❖ Select “Next”.



[Back](#)
[Save](#)
[Previous](#)
[Next](#)
 Respond to each requirement. Use the "Show/Hide" link to show or hide a response. Use the Save button frequently.

Opportunity Requirements List

Details #	Title	Requirement
20	Statement of Work	Subcontractor shall supply quantity 3
* Your Response (4,000 character limit)		
<div style="border: 1px solid red; height: 80px;"></div>		
30	Qualification Statement Certifications	1) Payment Terms: Net 30 Large Business / Net 15 Small Business / Net 12 International Business...
* Your Response (4,000 character limit)		
<div style="border: 1px solid red; height: 80px;"></div>		
10	BUY AMERICAN CERTIFICATE - 980D19 (05-17)	(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. "commercially available off-the-shelf (COTS) item," "component," "domestic end product," "end product," "foreign end product." (b) Foreign End Products: Line Item No.: _____ Country of Origin: _____ _____ _____ List as necessary
* Your Response (4,000 character limit)		
<div style="border: 1px solid red; height: 80px;"></div>		

- ❖ Complete each business opportunity requirement with an appropriate response. There is a 4,000 character limit for each requirement.
- ❖ **RFQ only: provide quote in this section.**
- ❖ Click "Next" when each requirement has a response.



- ❖ This is the final step in submitting a response. Once submitted, response can not be edited. Review full response to the business opportunity, including response to opportunity requirements, business classification information and contact information on this page.
- ❖ Click “Back to Step ___” if an update needs to be made.
- ❖ Click “Submit Response” when satisfied with response.

Response Page -- Step 4 of 4 -- Review and Submit Your Response

[Back](#) [Submit Response](#) Review your response below. If you are satisfied with it, click the Submit Response button. Once you submit, you cannot change the response.

Review Your Response to Requirements

[Back to Step 3](#)

- ❖ Response has now been submitted, an email confirmation will be sent shortly.



How to ask a question

- ❖ If you have a specific question regarding any information within the business opportunity, click “Ask Question”.

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This section displays details about this opportunity.

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- ❖ Select appropriate contact email by clicking the magnifying glass. Ensure the search box is empty, and click “Go”. Select appropriate email.
- ❖ Ask your question in the question box, click “Send Question”.

Click "Send Question" to send a question to the Sandia buyer. Note that submitting a question does not constitute a response to the BOW posting.

Question

* Contact Email

SL_BOW_ISUP_CONTACT_EMAIL_TIP

Contact Name Supplier Testing
 Contact Phone 123-456-7890

* Question