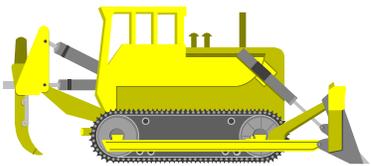




Electronic Construction Contracting Buyers Guide

Revised 20 May 99



55th Contracting Squadron
Offutt AFB, Nebraska

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INTRODUCTION

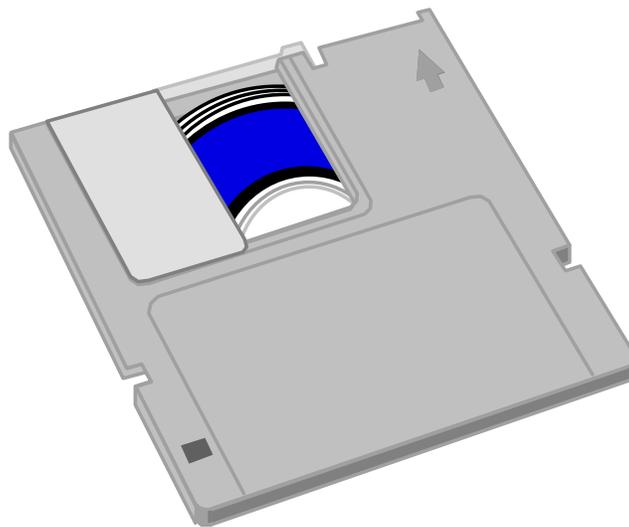
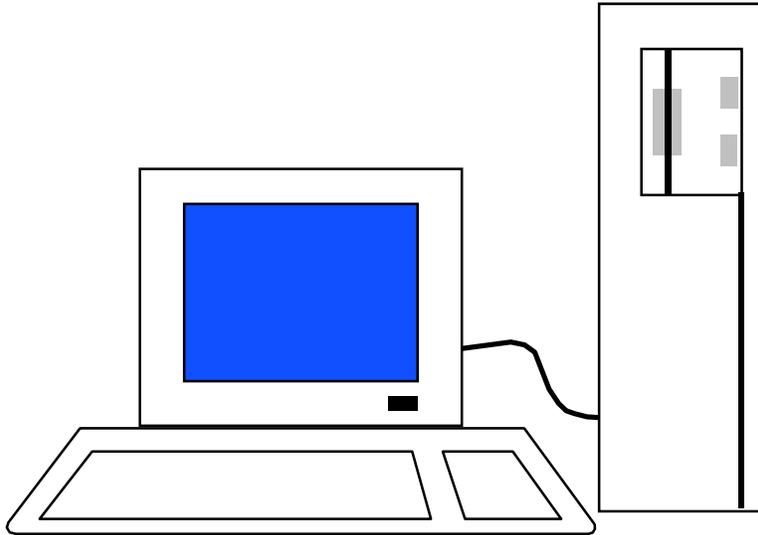
The basic concept here is to harness the worldwide access, rapid flow of information, and computing power of your P.C. and Internet. In the past we've always had to sort through stacks of paperwork, wait on mail to transit America, printed, sorted, packaged, and labeled solicitation packages, and answered countless contractor's calls on the same questions. Soliciting in electronic format over the Internet reduces what used to be a 55-60 day process down to 35-40 days. The U.S. Armed Forces are going high-tech in their construction procurement processes. The days of mailing out stacks of specification and drawings are numbered. In the near future, the Internet will be the only way to access information on construction projects as well as downloading plans and specs.

Contractors don't have to buy additional software, as long as they have a Windows operating system. All the necessary software to view the project documents will be available for free download from the Internet. Any contractors will gain almost instant access to construction project information that in the past took days or weeks to get. They will be able to view current construction business opportunities, bid results, ask questions, read answers, and an online bidders list gives everyone access to names and numbers of plan holders.

This guide will provide the information to solicit your construction projects over the Internet utilizing SourceView software.

CHAPTER ONE

Getting Acquisition Package from CE



Required Electronic Files

The below list is not all inclusive, as every construction project is unique, there may be additional requirements.

1. A properly funded AF Form 9, equal to or greater than the independent government estimate (IGE) for the entire project, in accordance with(IAW) AFFARS 5332.790 and ACCFARS 5332.790. This will be sent through the ABSS system.
2. Description of requirement (Specification & Drawing files), IAW AFI 64-109, para. 2.
3. Synopsis of the major elements of work, for publication in the EPS synopsis.
4. Suggested liquidated damages, if applicable, IAW FAR 11.502, AFFAR 11.503(b), and ACCFARS 5311.503-120/121.
5. List of GFM/GFE, if applicable, IAW FAR 45.406.
6. AF Form 66, Schedule of Material Submittals, IAW AFFARS 5336.202, ACCFARS5336.202-120, can be included as part of the specifications.
7. Information regarding statutory cost limitations, if applicable, IAW FAR 36.205.
8. A firm commitment of funds (the amount of funds available), ACCFARS 5332.790(b).
9. A detailed IGE marked "For Official Use Only", IAW DFARS 236.203.
10. Date requirement needs to be completed. IAW AFI 64-109 para. 2.2.

Helpful Hint:

Sometimes CE may need contracting to synopsise a project before all these files are ready. In this case only items 3, 8, and 10 are needed.

Accessing Files

All drawing and spec files will be put on CE's network server. Files will be in a directory labeled by project number. CE will notify construction flight chief by e-mail that the project is ready for advertising, with other project documents being attached. Contract administrator (buyer) will copy drawing & spec files from CE server to directory on local hard drive labeled by solicitation number.

Chapter Two

Electronic Posting System



EPS Procedures

The EPS system has consolidated the CBD requirement and local advertising requirements. We no longer advertise projects through our local home page, everything is centrally managed through EPS. Buyer should issue project synopses through EPS as soon as the DD2579 has been coordinated.

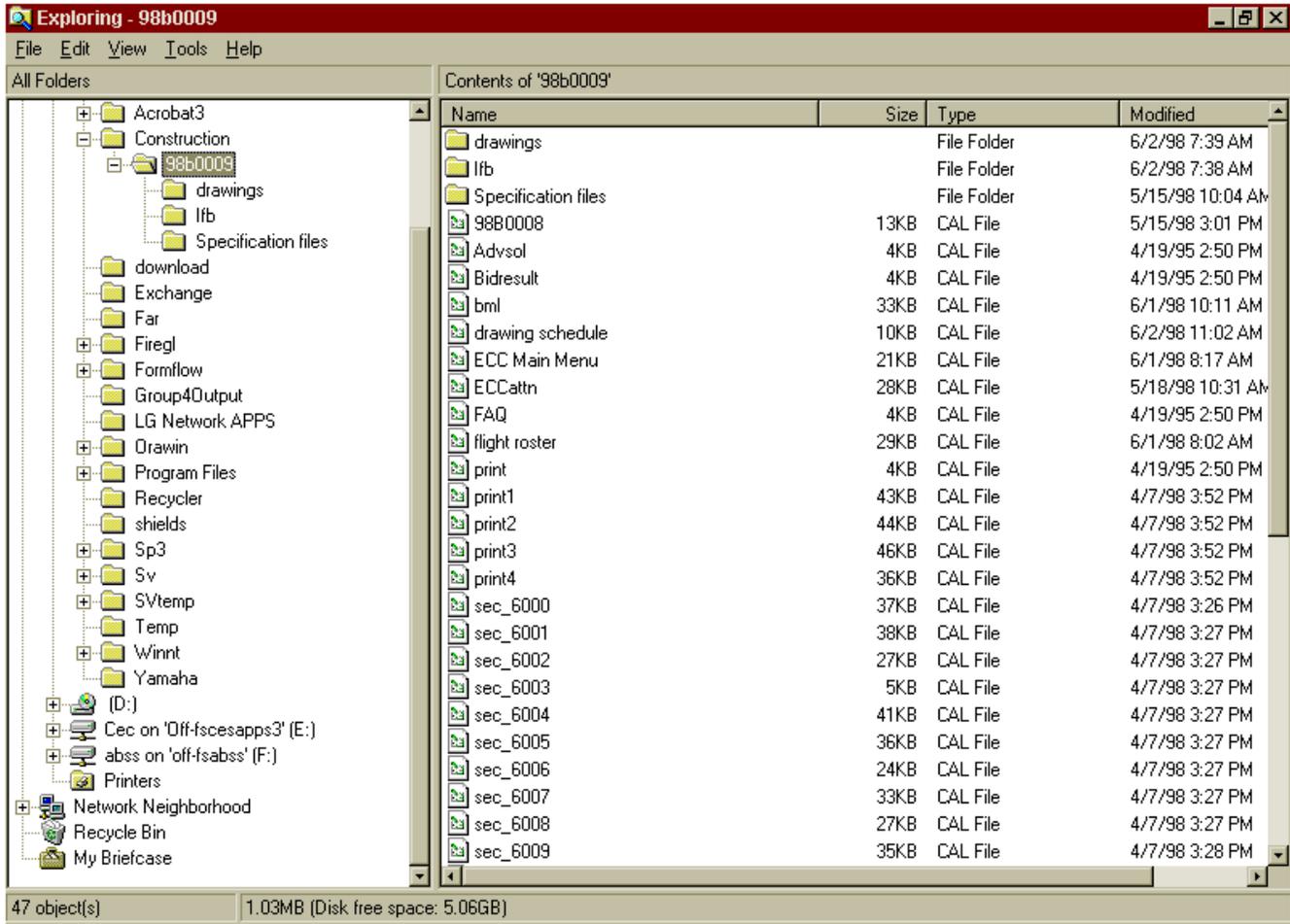
The link to the EPS training manual should be followed to effectively synopsize and upload project documents, see page 27.

IMPORTANT NOTE: The following statement will be inserted at the end of all EPS solicitations for ECC projects.

All solicitation documents (i.e., IFB/RFP, drawings, specifications, etc.) will only be available in electronic format requiring installation of the free SVReader™ software. No paper copies of this solicitation will be available by mail. Telephone, Fax, or mailed bid requests will not be accepted. Contractors are required to register on the Bidders Mailing List by e-mailing the Contracting point of contact.

Organizing Electronic Files

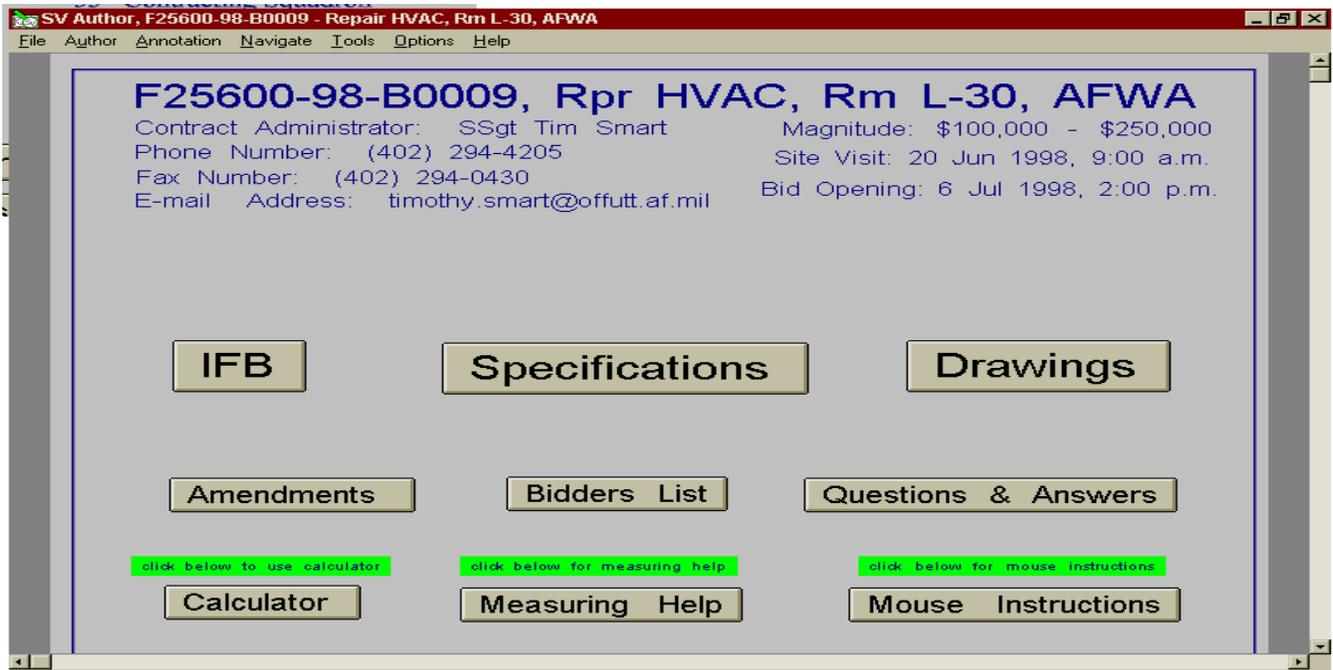
Once the project files are copied from CE server, [\\off-fscsap3\ElecCntr](#), buyer will create a directory on their hard drive to store these files. The buyer will set up the directory structure as the example directory structure below, with the IFB/RFP, drawings, and specifications each having a separate sub-directory for CAL files.



SourceView Documents

Creating an SVD requires the SourceView Author software program. The buyer will create a project SVD for each solicitation. A template SVD will be available to the buyer, a new project SVD won't need to be created, just change template SVD and save it as a new SVD with the new project information.

SAMPLE PROJECT SVD



Electronic Solicitation Preparation

The following file groups make up the Master SVD template. Each ECC project must contain each of these files. Reference the ECC flowchart on page 9 for guidance on what order to accomplish ECC solicitation preparation.

1. Project SVD, template changed by buyer using SourceView. File will be saved as 99BXXXX.svd(insert applicable solicitation #) in the directory previously created for the solicitation. A new CAL file will be created and titled svtitle.cal, see chapter 9.
2. IFB/RFP CAL files, includes MADES package, schedule of drawings, DBA wage rates, AF 66 (if not included in spec's). Each Word document is converted into CAL format by printing the document using the Group 4 Capture Driver.
3. Spec's/Drawing CAL files, drawing CAL files will be created by CE, specification CAL files will be created by the buyer from the Word documents provided by CE.
4. Bidders Mailing List (BML) CAL files, created by buyer using JetForm, print ACC form 45 using Group 4 Capture Driver. See chapter 4 for specific details.

After the IFB/RFP has been issued the following group of files may need to be added or updated in the SVD.

1. Solicitation amendments with attachments, the buyer creates by printing JetForm SF 30 and any Word attachments using the Group 4 Capture Driver. See chapter 3 for specific details.
2. Answers to contractor questions, buyer will create Word document and prints using Group 4 Capture Driver. See chapter 5 for specific details.
3. Updated BML, buyer will print updated ACC form 45 using Group 4 Capture Driver. See chapter 4 for specific details.

Each electronic construction solicitation will consist of only one project SVD file. This SVD file organizes all the associated CAL files.

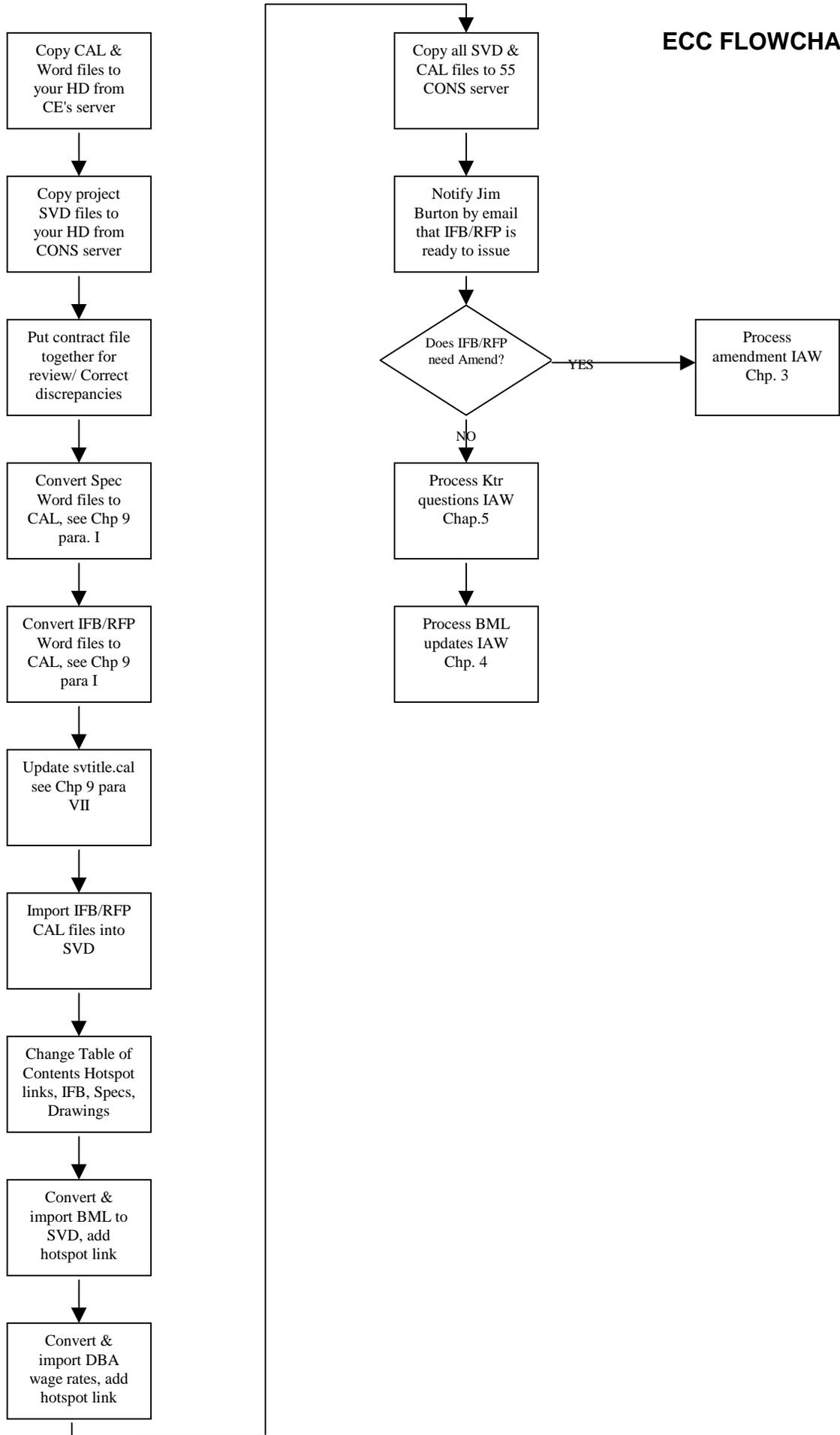
Putting Electronic Files on the Internet

The Base Internet server will host the actual CAL and SVD files, the EPS server will host the SVD pointer file.

The EPS file upload procedures will be followed to upload the SVD pointer file to the EPS server, see the link to the EPS training guide on page 26.

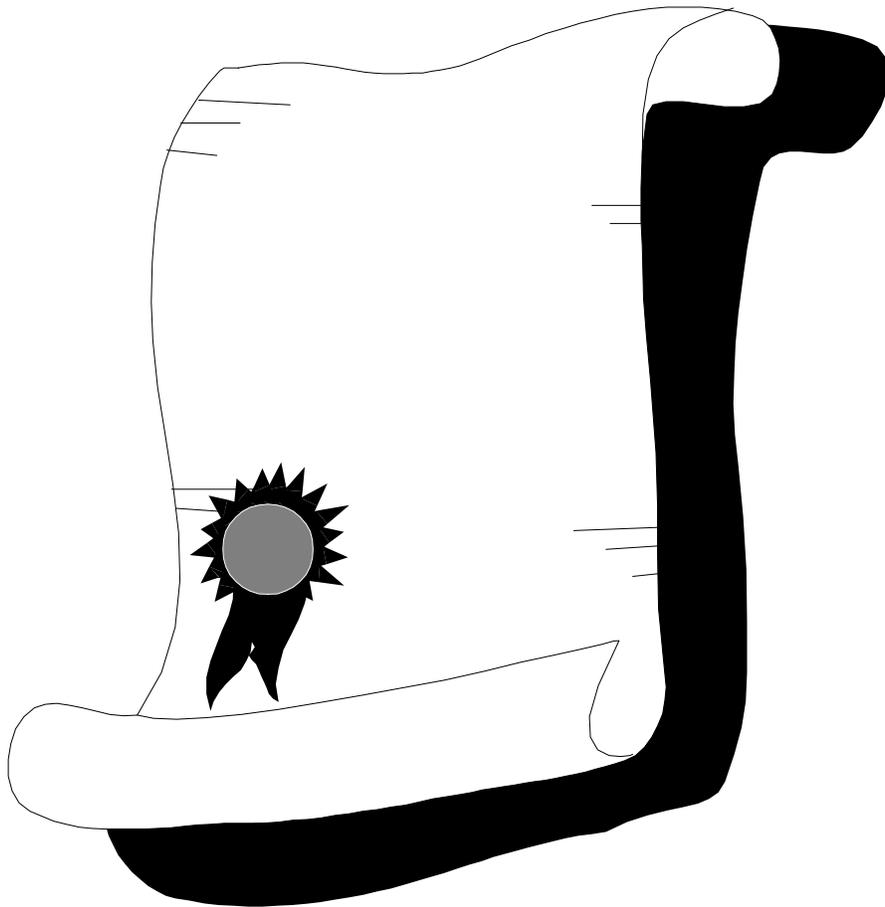
The actual CAL & SVD files will be copied to a folder labeled by project number on the 55 CONS server, <\\off-dsconsbdcl\common\construction\ECC files>, for upload to the Base Internet server. Buyer will notify Jim Burton by email that solicitation files are ready for upload to the Base server, be sure to reference your solicitation number.

ECC FLOWCHART



Chapter Three

Amendments

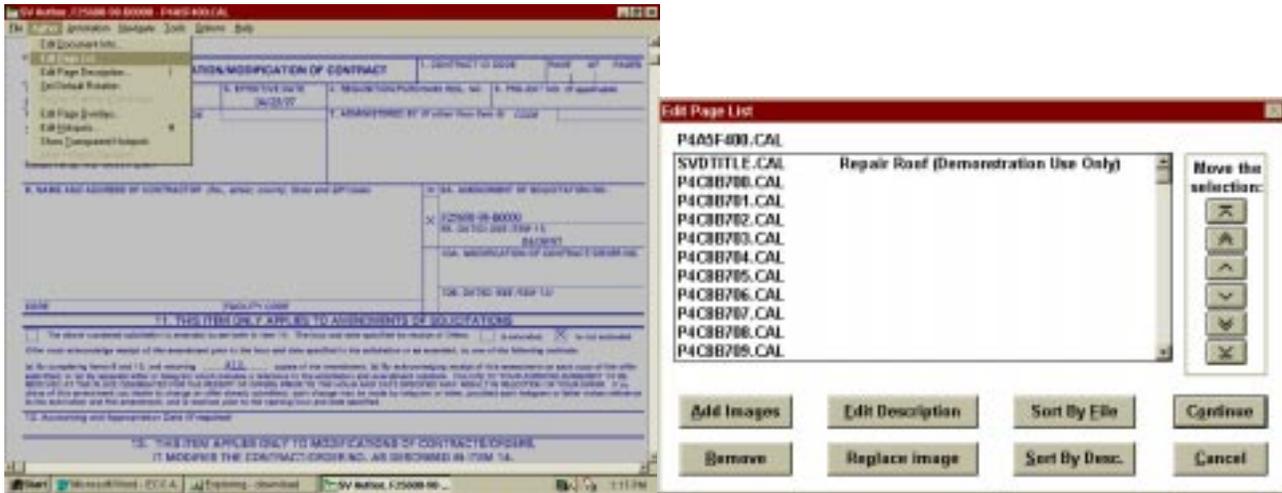


Electronic Amendments

Usually an amendment will be needed as a result of questions from contractors or items identified at the site visit. In either case, CE will usually be asked to provide a response to the questions or provide a revised specification or drawing.

If the amendment requires a revised specification or drawing, CE will submit a new specification and drawing CAL files, the buyer will prepare the amendment(SF30) files. The size of an individual CAL file is relatively small and will allow CE Project Manager to use e-mail to submit the new files. The buyer will prepare the SF 30 using JetForm and print a CAL file with the Group 4 Capture Driver. If a second page is needed for amendment, create a Word document and print a CAL file with the Group 4 Capture Driver. The buyer will revise the Project SVD with SourceView Author. The buyer will add the new CAL files to the page list, making sure to keep the drawing CAL files in the correct order.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID/ CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE RECORD	5. PROJECT NO. (if applicable)	1	
6. ISSUED BY	CODE	7. ADMINISTERED BY (if other than Item 6)	CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No, street, county, State and ZIP Code)				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.					
Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:					
(a) By completing Item 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (if required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					



Using SourceView Author, a jump hotspot action will be added to the amendment hotspot button on the Project SVD, this links the amendment hotspot button to the new amendment CAL files.

Amendments will no longer be done to clarify or answer contractor questions. Amendments will only be done when material changes to the solicitation are needed. All questions & answers (Q&A) will be accessed via the Q&A hotspot on the Project SVD, see chapter 5 for further details.

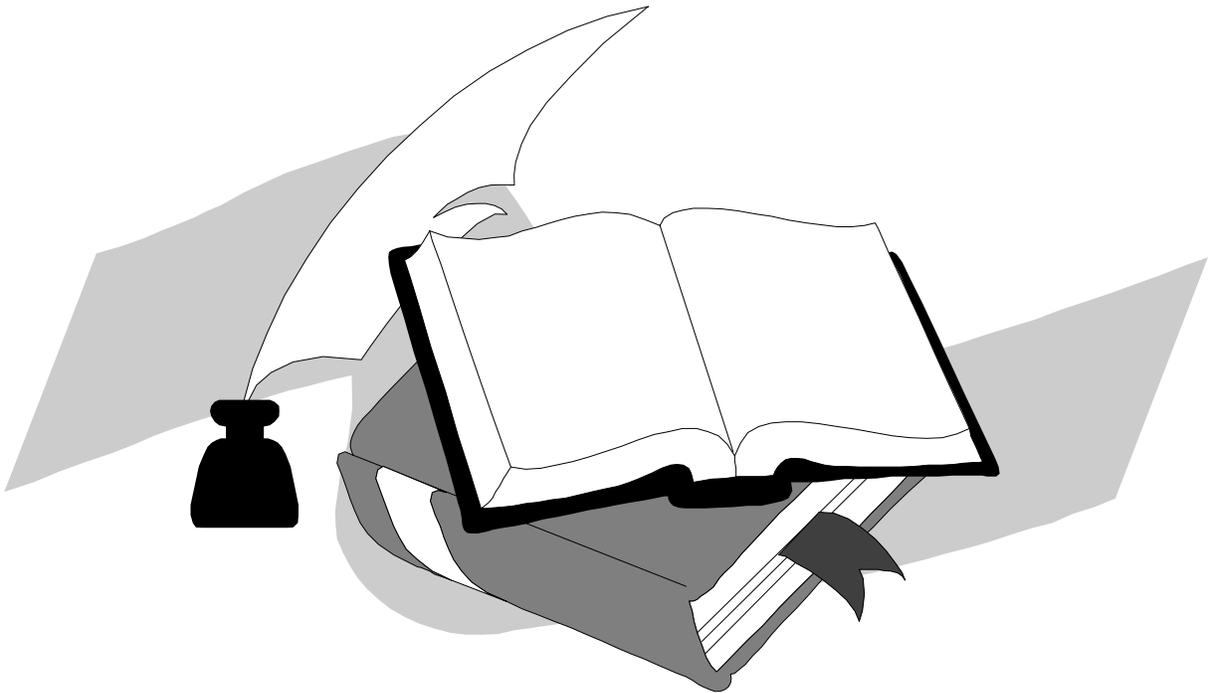
Updating Internet Amendments

Buyer will email Jim Burton the new SVD and cal files for upload to the Base Internet server.

EPS amendment procedures will be followed to update the EPS solicitation, see link to the EPS training guide on page 27.

Chapter Four

Bidders Mailing List



Electronic Bidders Mailing Lists (BML)

With Electronic Contracting being so new to the construction contractors, we will probably get a lot of bid requests via fax, letter, or phone. The buyer should explain that the preferred method for contractors to get on the bidders list is e-mail registration. Hard copies of the BML will no longer be sent out, the BML will be accessed via the Bidders Mailing List hotspot on the Project SVD. The buyer will create an electronic BML using JetForm on the ACC Form 45. The buyer prints a CAL file using the Group 4 Capture Driver for all the pages of the BML.

If this is the first BML to be posted, the buyer will have to revise the Project SVD with SourceView Author. The new BML CAL files will need to be added to the SVD page list. A jump hotspot action will be added to the Bidders Mailing List hotspot button.

To update the BML, the buyer will print the new ACC Form 45 with the update contractors using the Group 4 Capture Driver. The old BML CAL files in the Project SVD page list will be deleted, and the new CAL files will be added.

Updating Internet BML

Buyer will email Jim Burton the new SVD and CAL files for upload to the Base Internet server.

NOTE: Buyers will always reference the solicitation number when emailing project files to the webmaster. This way the webmaster knows where to copy your files.

Chapter Five

Contractor Questions & Answers



Electronic Q&A

When questions or clarifications come in from the contractors the buyer will create a Word document listing the question, followed by the answer. Questions requiring coordination with CE should be routed through e-mail unless it would be impractical (i.e., faxes, attachments).

Questions will be accessed via the Project Q&A hotspot on the Project SVD. The buyer will need to revise the Project SVD with SourceView Author. First, a Word document needs to be created and printed using the Group 4 Capture Driver. Second, the new Q&A CAL files will need to be added to the SVD page list. A jump hotspot action will be added to the Question & Answer hotspot button, linking the new CAL files.

When the Q&A's need to be updated, the buyer will change the Word document and print the new page using the Group 4 Capture Driver. The Project SVD page list will be updated by adding the new Q&A CAL files.

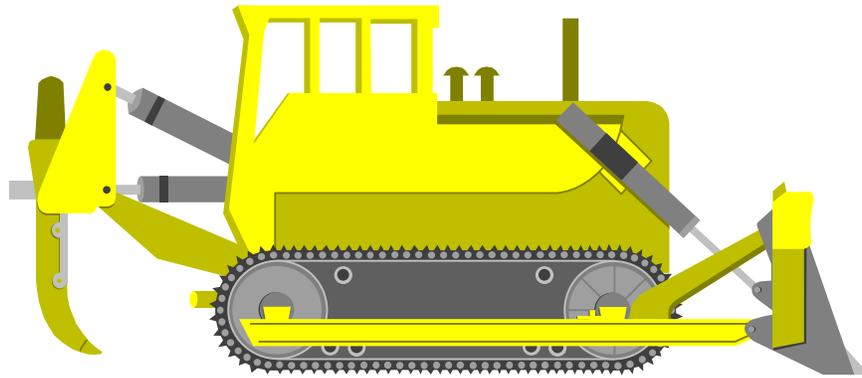
Updating Internet Q&A

Buyer will email Jim Burton the new SVD and cal files for upload to the Base Internet server.

NOTE: Buyers will always reference the solicitation number when emailing project files to the webmaster. This way the webmaster knows where to copy your files.

Chapter Six

Bid/Award Information



EPS Award Synopsis

Process award synopses following the procedures in the EPS training guide for EPS award synopsis, see page 27.

Preparing Internet Bid Results

The buyer will prepare a Word document listing low bidder and amount of bid, example format listed below.

Bid Results
F25600-98-B0008
Repair Fire Rescue Training Facility

1. High Valley Inc.
101 Any Place Rd
Laramie, Wy \$268,000.00

Updating Bid/Award Info

Buyer will upload bid results document to EPS. This will cut down on the amount of bid result phone calls. After the bid results have been posted for reasonable time, archive the EPS synopsis by following the archiving procedures in the EPS Training Manual (see page 27).

Chapter Seven

Helpful Internet Resources



Contracting Regulations

The Federal Acquisition Regulation(FAR) and it's supplements(DFARS, AFFARS) are available on the Internet. It's at the FAR Site at <http://farsite.hill.af.mil/farsite.html>.

Air Combat Command ECC Page

Follow all the latest in ACC that deals with ECC. It called Internet Electronic Solicitations at <http://www.acclg.af.mil/lgc/technology/docnet.htm>.

Air Force Material Command Construction Page

This is another great place to get helpful insight and see how AFMC does construction contracting on the web. It's at <http://www.afmc.wpafb.af.mil/HQ-AFMC/PK/pko/construc.htm>.

Electronic Posting System (EPS)

All future solicitations will advertised and accessed through this system. It's at <http://eps.gov/>

Commerce Business Daily (CBD)

The Commerce Business Daily (CBD) lists notices of proposed government procurement actions, contract awards, sales of government property, and other procurement information. It's at <http://cbdnet.gpo.gov/>. This will be replaced by the EPS system.

Davis Bacon Wage Rates

Under the Davis-Bacon Act, every construction worker must be paid a certain wage plus any fringe benefits. Ever wonder what those rates are? We'll it's available on the Internet at <http://www.ceals.usace.army.mil/netahtml/wage.html>.

Momentum Systems Limited

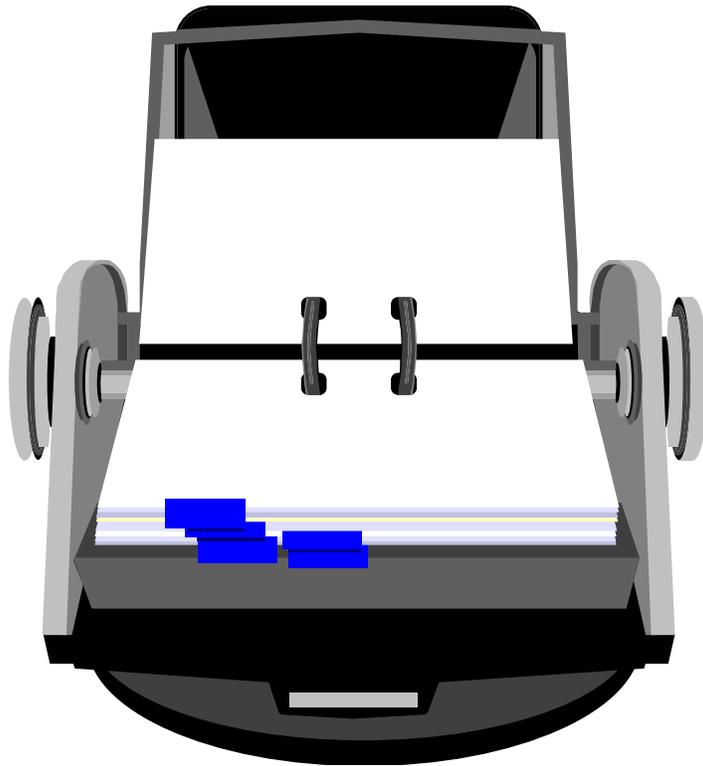
The SourceView Reader/Author software company have a very helpful website located at <http://www.sv-sourceview.com>.

Electronic Commerce Resource Center (ECRC)

They provide free on-site ECC training to contractors and can also provide help to the contracting office. The website is at <http://www.becrc.org/>.

Chapter Eight

Important Names & Numbers



Air Force ECC POC

HQ ACC/LGC, Maj Hastings DSN 574-5373
Langley AFB, VA

HQ AFMC, Maj Burns DSN 787-3369
Wright-Patterson AFB, OH

HQ AMC, Capt Salansky DSN 576-4140
Scott AFB, IL

SAF/AQCI, Capt Kair DSN 425-7048
Pentagon, Wash DC

U.S. Small Business Administration

Omaha District Office
11145 Mill Valley Road
Omaha, NE 68154-3949

402-221-7218

U.S. Dept. of Labor

Employment Standards Administration
Wage and Hour Division
106 S. 15th Street, Rm. 715
Omaha, NE 68102

402-221-4682

Software Help

Momentum Systems Ltd., Bob O'Bear
8227 44th Avenue West, Suite G
Mukilteo, WA 98275
Bob O'bear
Email: robear@srcview.com

425-423-0777

Additional Training

Electronic Commerce Reaource Center
2000 S. Loop 256, Ste 11
Palestine, TX 75801-5918
POC: Carol Herrington
Email: CHerring@ptxecrc.com

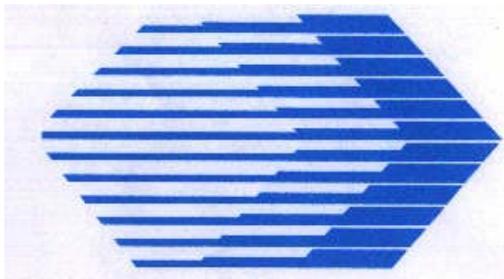
1-800-209-2772
FAX: 903-729-4610

Electronic Commerce Resource Center
4312 Kitsap Way, Suite 104
Bremerton, WA 98312
POC: Wayne Evans
Email: evansw@ctc.com

1-800-478-3933
ext. 5421

CHAPTER NINE

Step by Step SourceView Instructions



***Momentum
Systems Limited***

I. CREATING A NEW .CAL FILE

1. Create MS Word Document (.Doc) or Form (**AF, SF, DD**) on your terminal.
 - a. You will need to convert the file to a **.Cal** file by selecting; **File, Print**, then changing your printer selection to **Group 4 Capture Driver**.
 - b. The file will be sent to the **Group 4 Output** folder in **Explorer**.
 - c. Once you have done these, select **Print**, this will create a **.CAL** file in the directory.

NOTE : The file will be named automatically, you will need to go into the **Group 4 Output** directory and rename the file. Make sure to name the file something you will remember it by(i.e. if the document is an amendment, call it amd1.cal) and it cannot be over 8 characters long.

2. Copy the file from **Group 4 Output Directory** to the solicitation folder that you will need to create for each solicitation package.
3. There will also be a text file created, you can delete this.
4. You have now created, formatted, and stored a Cal file.

II. IMPORTING A NEW .CAL FILE TO THE SVD FILE

1. Open the solicitation **.SVD**, in **Source View** by selecting, **File, Open**, and highlighting the **SVD** file by solicitation number then selecting **OK**.
2. Now, Select **Author**, then **Edit Page List**.
3. Select **Add Images**.
4. Select **Import Files**.
 - a. This will open a directory for you to select your file from.
5. Once you have highlighted the file/image you want to add, select **OK**, then **Continue**
6. This has added your file/image to the SVD file that was selected in **Step 1**
7. From there you will need to add a **File Description**
 - a. Highlight the file that was added.
 - b. Select **Edit Description**, type in briefly what the document is. (keep file descriptions the same as previous ones used if at all possible)

III. LINKING THE NEW .CAL FILE TO A HOT SPOT (BUTTON)

1. With the solicitation SVD (98BXXXX.SVD) still open, select **Author**, then **Edit Hot Spots**
2. Select **Labeled Hot Spots**, this will prompt you to name the new **Hot Spot** or **Button**.

3. Label it as appropriate (Amendments, Drawings, Specifications, IFB).
4. You will also be required to specify size of text. (.50 is default, if large amounts of text, use smaller)
5. When you hit **OK**, you will see an outline of a **Hot Spot** or **Button** that will be attached to your cursor, place the **Button** where you want it to be permanently by moving it to that location, and **left click** the mouse.
6. You should now see a menu called **Hot Spot Action** on your screen. Ensure that the **Hot Spot Settings** (color, size), and text are what you want. It may be necessary to change colors, as needed by selecting the Color Button, in the Edit window.
7. Now Select the Button labeled **Jump and/or Zoom** a small window titled **Select Page and/or Zoom** will appear. **DO NOT TOUCH IT ...YET** Select **File, Page List**, and scroll down to the newly added .Cal file and **highlight it**.
8. Hit **OK... NOW**, select the **Store Page and Zoom** Button from the window that appeared in step 7 .

This has linked the **Hot Spot/Button** you created to the newly added .Cal file.

IV. Creating a Table of Contents Hot Spots

1. From the Table of Contents page (.Cal file)
2. Select **Author**, then **Edit Hot Spots**.
3. Hit the **Rectangle Hot Spot** Button, a pencil with a box will appear on your cursor.
4. **Outline** your rectangle around the text you wish to link. (as demonstrated in training)
5. **Repeat** Steps 6 through 8 seen in **Section III**.

NOTE: If more than one section of text of the same size needs to be linked, (i.e. specification sections), then :

1. Select **Author**, then **Edit Hot Spots**.
2. Select **Repeat Last Rect** Button, this will bring up a Button outline attached to your cursor.
3. **Place** it over the area of text you wish to link.
4. **Repeat** Steps 6 through 8 of **Section III**.

V. UPDATING EXISTING .CAL FILE

1. Follow step 1 in section I (Instead of creating a new document or Form, you will be editing an existing file).
2. **Name** new .cal file the same as the existing .cal file your replacing.
3. **Copy** the file from the **Group 4 Output Directory** to the solicitation folder. A Confirm File Replace window will appear. Select **YES**.
4. This will update the solicitation SVD with the new .cal file.

VI. CREATING A SVD POINTER FILE

1. Click on **Start, Programs, Accessories, Open** the notepad program, .
2. **Type** SVDPT
<http://www.offutt.af.mil/55cons/solicitations/99BXXXX/99BXXXX.svd> all on the same line. The italicized portions will be changed to corresponded with your solicitation number.
3. Click **File, Save. Type 99BXXXX.svd** in the **File Name** box, **Select All Files** from the **Save as type** box. **Select** the folder for your solicitation from the **Save in box**. Click the **Save** button.
4. **Upload** SVD pointer file in EPS.

VII. CREATING A NEW SVTITLE CAL

1. **Create** a CAL file following the steps in para. I, using the template provided on the CONS server, off-dsconsbdcl/common/construction/master SVD & CAL.

This file will be **renamed** svtitle.cal.

2. **Copy** renamed file to the folder created for this solicitation.
3. **Open** project SVD with SVAuthor. Click **Author, Edit Document Info, Type** project title in title block, click **OK**.
4. Click **Author, Edit Page Description, Type** solicitation number in description block, click **OK**.

IMPORTANT: All files that have been changed, updated or added should be copied to the Construction ECC Files folder located on the off-dsconsbdcl/common server. Mr. Burton will update the information on the Base Server. It is ultimately YOUR RESPONSIBILITY to check the Web Sites and the Electronic Contracting Page in Source View to make sure the changes are made. If the changes affect any information that is posted elsewhere, such as the EPS system, it is you responsibility to make sure those pages are updated as well.

EPS TRAINING MANUAL

<http://www.eps.gov/epsManual/coversheet.htm>

CLICK LINK TO OPEN