



# **Guidebook for Publicizing Notices in Contract Opportunities**

Version 2.0 as of July 2021

# Table of Contents

---

**Table of Contents..... 2**

**1 Purpose..... 3**

**2 Applicability..... 3**

**3 Background..... 4**

**4 Preparation of the Notice..... 5**

**5 How to Create A Notice ..... 7**

**6 How to Relate A Notice..... 12**

**7 Contract Opportunities – Other Features..... 13**

**8 Resources..... 15**

# 1 Purpose

---

The purpose of this guidebook is to educate the acquisition community on how to utilize SAM.gov, Contract Opportunities domain to publicize an opportunity. This includes a summary of each notice type offered when creating a notice in Contract Opportunities. Additionally, this document provides the user with the information needed to prepare the notice, including reference to the Federal Acquisition Regulation and supplements.

This guidebook does *not* address establishing a user account or having roles assigned in SAM.gov. Users should create their account and have either the Contracting Officer or Contract Specialist role assigned to them for their organization in the Contract Opportunities domain in SAM.gov before attempting to draft or publish opportunity notices (for instructions, go to <https://dodprocurementtoolbox.com> and look under the SAM tab). Remember, a user must have the Contracting Officer role to publish a notice or edit a published notice; the Contract Specialist role only allows the user to work in draft.



FBO.gov has moved to [SAM.gov](https://sam.gov) and is now known as Contract Opportunities.

For guidance on the individual steps for creating and publishing notices, search the Knowledge Base at <https://sam.gov/content/help> for training videos, user guides, frequently asked questions, and an overview of Contract Opportunities capabilities.

Note: The contents of this document do not replace any guidance contained within the Federal Acquisition Regulations (FAR), Defense FAR Supplement (DFARS) and DFARS Procedures, Guidance, and Information (PGI). Should conflicts exist between this document and any formal policy documents, the FAR, DFARS and DFARS PGI are the prevailing government regulations.

## 2 Applicability

---

Organizations within the federal government publish notices to Contract Opportunities for proposed contract actions valued at more than \$25,000. These notices, or opportunities, cover announcements through official solicitations in the pre-award process, and up through award. Therefore, proper categorization of notice type is essential to simplify vendor search capabilities and following opportunities. Reference FAR Part 5 for applicable policies and procedures for publicizing contract actions and award information.

### 3 Background

---

The capabilities of the former FedBizOpps.gov (FBO.gov), along with other government wide acquisition systems in the Integrated Award Environment (IAE) shown in the diagram below, is being streamlined and consolidated onto a new platform. SAM.gov is the name of the new, modernized system, and is currently authoritative for Assistance Listings, Wage Determinations and Contract Opportunities. The FBO.gov, Catalog of Federal Domestic Assistance (CFDA.gov), and Wage Determinations OnLine (WDOL.gov) systems have been retired.



## 4 Preparation of the Notice

---

Before generating a notice in Contract Opportunities, determine the purpose of the proposed contract action or special situation. The notice type selected will define the data elements that pre-populate the draft notice. The notice types are as follows:

### Special Notice

To increase competition and broaden industry participation, a special notice may be used to announce small business conferences, business fairs, long-range procurement estimates, pre-bid or preproposal conferences, meetings, and the availability of draft solicitations or draft specifications for review. (*Reference FAR 5.205(c), DFARS PGI 205.207(d)*)

### Sources Sought

Use the sources sought notice type for Requests for Information (RFI) and other types of market research. An RFI is used when the Government does not presently intend to award a contract, but wants to obtain price, delivery, other market information, or capabilities for planning purposes. Responses are information only and shall not be used as an offer or proposal. (*Reference FAR 5.204*)

### Presolicitation

In appropriate cases, use a presolicitation notice to advise suppliers on the scope and purpose of the acquisition and to invite potential offerors to submit information. This allows the Government to advise the offerors about their potential to be viable competitors. Responses are information only and shall not be used as an offer or proposal. The FAR requires that a presolicitation notice be published in advance of a solicitation notice unless the combined synopsis/solicitation is used. (*Reference FAR 5.204*)

*DO NOT: Update the presolicitation notice itself to indicate that the solicitation has been issued, as was previously required in the legacy FedBizOpps. Instead use the new Solicitation notice type discussed below.*

### Solicitation (New Notice Type)

Requests for proposals (RFPs) are used in negotiated acquisitions to communicate Government requirements to prospective contractors and to solicit proposals. (*Reference FAR 5.704*)

Note: You *must* relate the solicitation notice to the presolicitation notice to enable industry to continue to follow the status of the procurement. Search by number or name under the “Relate to a Notice” field. Information from the presolicitation notice will prepopulate the draft solicitation; however, you have the option to edit.

### Combined Synopsis/Solicitation

Use a combined Synopsis/Solicitation when the procurement meets the applicable conditions outlined in the FAR to reduce the time required to solicit and award contracts for the acquisition of commercial items. This notice type combines the synopsis and the issuance of the solicitation into a single document. (*Reference FAR 5.203*)

### Award Notice

Publicize the award notice. (*Reference FAR 5.303, DFARS 205.303*)

Note: Award notices *must* be related to the solicitation. Search for the number or name of the solicitation under the “Relate to a Notice” field. Information from the solicitation notice will prepopulate the solicitation notice.

---

## Justification (New Notice Type)

Use the Justification notice to publicly disclose a Justification and Approval (J&A) for contract solicitations that use Other than Full & Open Competition or a justification for limiting sources under multiple-award contracts. (Reference FAR 5.406, FAR 8.405-6, FAR 13.501, FAR 16.505, DFARS 205.205-71, DFARS PGI 206.302-1(d))

Note: This is now a single notice type. Under the “General Information” section of the draft notice, review the references, which include authority from FAR Part 6, FAR Part 13, or FAR Part 8 or 16. Only one “Authority” can be used. (See Example 1)

### Example 1 – Contract Opportunities Justification Notice

The screenshot shows a web form titled "CONTRACT OPPORTUNITY Widget" with the subtitle "Contract Opportunity Type: Justification (Original)". On the left is a sidebar with navigation links: "Header Information" (checked), "Award Details", "General Information" (highlighted), "Classification", "Description", "Attachments/Links", and "Contact Information". The main form area has buttons for "Edit", "Authenticated", "Public", "Publish", and "Delete", along with an "Action▼" link. The "General Information" section contains four required fields: 1. "Inactive Policy" with a text area for synopsis and documents, a "more" link, and radio buttons for "30 days after published date" and "On specified date". 2. "Initiative" with a dropdown menu and a note to select "None" if not applicable. 3. "Do you want to enable an Interested Vendors List for this notice?" with radio buttons for "Yes" and "No" (selected). 4. "Authority" with a text area and a list of radio buttons for various FAR and DFARS authority codes: FAR 6.302-1(c) - Brand name, FAR 6.302-1 - Only one responsible source (except brand name), FAR 6.302-2 - Unusual and compelling urgency, FAR 6.302-3 - Industrial mobilization; engineering, developmental or research capability; or expert services, FAR 6.302-4 - International agreement, FAR 6.302-5 - Authorized or required by statute, FAR 6.302-6 - National security, and FAR 6.302-7 - Public interest.

## Intent to Bundle Requirements

Publicize the agency’s intent to consolidate/bundle contract requirements. This includes the agency’s post determination notifications. (Reference FAR 5.205(g), DFARS 205.205-70)

## Sale of Surplus Property

For the sale of surplus property, use this notice type to advertise, communicate pre-sale activities, and solicit bids/proposals. (Reference FAR Part 5, FAR Part 45)

*Note: References are not comprehensive and may require additional research of the FAR and other supplemental guidance.*

## 5 How to Create A Notice

Start from the SAM.gov home page and select “Workspace” from the main menu. Then select the “Create Opportunity” icon from the Contract Opportunities workspace to create a notice. Depending on the notice type, you may experience a slight variation of the fields required. The system will guide you through the applicable sections for completion. (See Example 2)

### Example 2 – Contract Opportunities Notice Types

The screenshot displays the 'New Opportunity' form in the 'Workspace / Contract Opportunities' section. The left sidebar contains a list of sections: Header Information (selected), Award Details, General Information, Classification, Description, Attachments/Links, and Contact Information. The main content area is titled 'New Opportunity' and includes 'Edit' and 'Authenticated' buttons. The 'Header Information' section is expanded, showing a 'Type' dropdown menu. The dropdown is open, displaying a list of notice types: 'Please select', 'Special Notice', 'Sources Sought', 'Presolicitation' (highlighted), 'Intent to Bundle Requirements', 'Solicitation', 'Combined Synopsis/Solicitation', 'Award Notice', 'Justification', and 'Sale of Surplus Property'. The 'Type' field is marked as 'Required'. Below the dropdown, there is a 'Title' field, also marked as 'Required', with a note: 'Brief title description of services, supplies, or project required by the posting agency. Note: 256 character limit.'

**TIP:** Once the notice type is selected and saved, it cannot be changed. You will need to delete the draft notice and create a new one with the correct notice type.

The radio button to the left of each section description will turn green when complete and red if incomplete. Once you select the “Done” icon located at the bottom of each section, you will be presented with any outstanding issues that must be resolved. You can edit the draft by selecting the “Edit Section” icon located at the top of each section of the draft. Once you have reviewed all information and resolved all issues, select Publish. (See Example 3)

### Example 3 – Contract Opportunities Draft Sections

**Header Information** (Completed) ☒ **General Information** (Incomplete) ☐ **Classification** (Completed) ☒ **Description** (Completed) ☒ **Attachments/Links** (Completed) ☒ **Contact Information** (Completed) ☒ **History**

**CONTRACT OPPORTUNITY Widget**

**Warning:** You must complete 1 section in order to submit the form.

**Draft Notice:** This is a draft notice. Any updates will need to be published before the public is able to view the changes.

**Buttons:** Edit | **Authenticated** | Public | **Publish** | Delete | Action▼

**DRAFT** Contract Opportunity

Notice ID: TESTING2021

Related Notice:

Department/Ind. Agency: DEPT OF DEFENSE  
 Sub-tier: DEPT OF THE AIR FORCE  
 Major Command: ACC  
 Office: FA4819 325TH CONTRACING SQ PKP

**General Information** ➔ [Edit Section](#)

Contract Opportunity Type: Presolicitation (Original)  
 Original Published Date:  
 Original Response Date:  
 Inactive Policy:  
 Original Inactive Date:  
 Initiative:  
 Allow Vendors to Add/remove from Interested Vendors List: No

To prepare the notice, you require information from one of the following charts based on the notice type. The notice types are grouped together when the data elements are identical.

### Chart 1 – Notice Type: Special Notice/ Sources Sought/ Presolicitation/Solicitation/ Combined Synopsis and Solicitation/Surplus Property

Data Elements	Description
Notice Type	Select from the drop down
Related Notice	N/A or select a previously published notice ID
Title of Notice	Use brief title description of services, supplies, or project
Notice ID*	PIID or Agency assigned number
Federal Organization	Use your agency/office DoDAAC
Date	Date and time offers/proposals are due
Inactive Policy	Select date to inactivate posting
Initiative	N/A or Recovery and Reinvestment Act
Enable Interested Vendors List (IVL)	Select Yes or No
Allow other vendors to view IVL	Select Yes or No
Classification**	Set Aside, NAICS code, and PSC (Reference FAR 19.102)
Place of Performance Location***	Country, Zip, City, State/Province
Description***	Clear, concise, and brief due to character cap
Attachments/Links****	Drag and drop or browse to upload document
Point of Contact	Primary with option to add secondary name

\*Procurement Instrument Identifier (PIID) or Agency assigned number for control, tracking and identification

\*\* Product Service Code (PSC) and North American Industry Classification System (NAICS)

\*\*\* When entering this information, be mindful of Operational Security (OPSEC). Do not include details that may raise the risk to the mission or the Department publicized.

\*\*\*\* Review all attachments to ensure they do not include any classified or sensitive information. Again, be mindful of OPSEC. For attachments that contain any type of controlled or classified markings, follow your agencies security procedures to validate **the unclassified information is approved for public release by an appropriate authorizing official** before posting. As a reminder, many of the fields within an Opportunity Notice are available to the public and not controlled. Use care when putting information into the Notice that is open to the public.

## Chart 2 – Notice Type: Award

Data Elements	Description
Notice Type	Select from the drop down
Related Notice	N/A or select a previously published notice ID
Contract Line Item Notice	N/A or select CLINs applicable for award
Title of Notice	Use brief title description of services, supplies, or project
Notice ID*	PIID or Agency assigned number
Federal Organization	Use your agency/office DoDAAC
Contract Award Date	The date the contract was awarded
Contract Award Number	Agency assigned number or PIID
Task/Delivery Order Number	N/A or assigned PIID if a TO/DO
Unique Identity ID	Enter the Entity ID or name to search – information will populate
Base and All Options Value	Total Contract Value + options/Mods change to contract value
Inactive Policy	Select date to inactivate posting
Initiative	N/A or Recovery and Reinvestment Act
Classification**	Set Aside, NAICS code, and PSC (Reference FAR 19.102)
Place of Performance Location***	Country, Zip, City, State/Province
Description***	Clear, concise, and brief due to character cap
Attachments/Links****	Drag and drop or browse to upload documents
Point of Contact	Primary with option to add secondary name

Asterisk items are defined below Chart 1

## Example 4 – View of the Award Details Section

✓ Header Information

**○ Award Details**

○ General Information

○ Classification

○ Description

○ Attachments/Links

○ Contact Information

⚠ You must complete 6 sections in order to submit the form.

CONTRACT OPPORTUNITY

**Widget**

Contract Opportunity Type: Award Notice (Original)

Edit

Authenticated

Public

Publish

Delete

Action▼

**Award Details**

Contract Award Date

The date the contract was awarded.

Month Day Year

Contract Award Number

Agency assigned number or PIID for control tracking and identification. Please use ONLY alphanumeric and - \_ ( ) { } characters [no spaces].

Task/Delivery Order Number

Please use ONLY alphanumeric and - \_ ( ) characters [no spaces].

Publicizing Notices in Contract Opportunities Guidebook July 2021

10

### Chart 3 – Notice Type: Justification

Data Elements	Description
Notice Type	Select from the drop down
Related Notice	N/A or select a previously published notice ID
Title of Notice	Use brief title description of services, supplies, or project
Notice ID*	PIID or Agency assigned number
Federal Organization	Use your agency/office DoDAAC
Contract Award Date	The date the contract was awarded
Contract Award Number	Agency assigned number or PIID
Task/Delivery Order Number	N/A or assigned PIID if a TO/DO
Modification Number	N/A or assigned PIID
Inactive Policy	Select date to inactivate posting
Initiative	N/A or Recovery and Reinvestment Act
Enable Interested Vendors List (IVL)	Select Yes or No
IVL allow other vendors to view	Select Yes or No
Authority	Select FAR Part 6, Part 13, Part 8 or 16
Classification**	Set Aside, NAICS code, and PSC (Reference FAR 19.102)
Place of Performance Location***	Country, Zip, City, State/Province
Description***	Clear, concise, and brief due to character cap
Attachments/Links****	Drag and drop or browse to upload documents
Point of Contact	Primary with option to add secondary name

**Asterisk items are defined below Chart 1**

### Chart 4 – Notice Type: Intent to Bundle Requirements

Data Elements	Description
Notice Type	Select from the drop down
Related Notice	N/A or select a previously published notice ID
Title of Notice	Use brief title description of services, supplies, or project
Notice ID*	PIID or Agency assigned number
Federal Organization	Use your agency/office DoDAAC
Date	Date and time offers/proposals are due
Contract Award Number	or Task/Delivery Order Number
Inactive Policy	Select date to inactivate posting
Initiative	N/A or Recovery and Reinvestment Act
Enable Interested Vendors List (IVL)	Select Yes or No
Allow other vendors to view IVL	Select Yes or No
Classification**	NAICS code, and PSC (Reference FAR 19.102)
Description***	Clear, concise, and brief due to character cap
Attachments/Links****	Drag and drop or browse to upload documents
Point of Contact	Primary with option to add secondary name

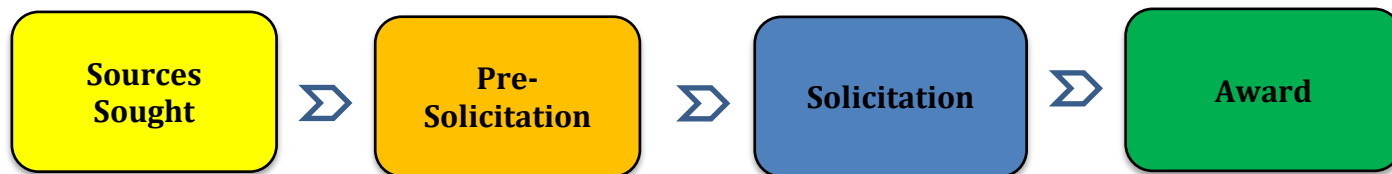
**Asterisk items are defined below Chart 1**

## 6 How to Relate A Notice

---

In Contract Opportunities, you can relate a notice to a previously published notice. The information from the previous notice will automatically populate the data elements in the draft notice. The option exists to edit the fields even when prepopulated.

When submitting notices at different stages of the acquisition cycle (i.e., sources sought notice, pre-solicitation notice, award notice), ensure the solicitation number is entered exactly the same way in order to allow all notices to be retrieved when a search is performed. (*Reference DFARS PGI 205.207(a)(i)(1)*)



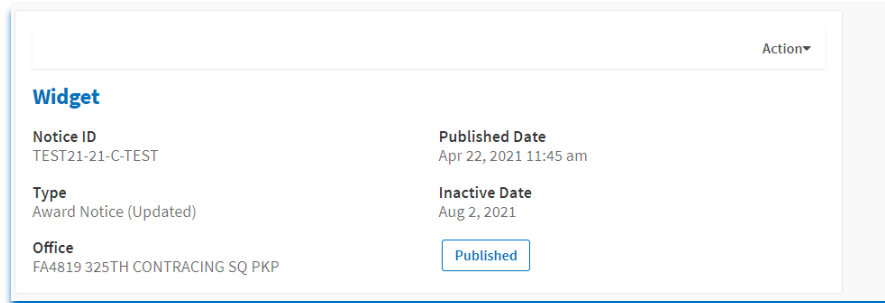
**TIP:** Attachments/Links from the related notice do not transfer to the new draft notice. The link(s) to the related notice and its content are in the “History” section.

To add attachments, you can either upload or browse for the document. If you choose, you may rename the files in SAM.gov. You may also add a link to a document. You may experience a delay in processing while a virus scan of the attachment is running. The scan is automatic and does not require your action to initiate the check.

## 7 Contract Opportunities – Other Features

### Editing a Published Notice

When you make a change to an existing notice, the notice will display “Updated” once reposted in SAM.gov. This change allows you to make clarifications or corrections to the post without a formal solicitation amendment. Reference the FAR and other policy guidance to determine when an “update” to the notice requires a formal solicitation amendment.



The screenshot shows a 'Widget' for a notice. It includes an 'Action' dropdown menu in the top right corner. The notice details are as follows:

Widget	
<b>Notice ID</b> TEST21-21-C-TEST	<b>Published Date</b> Apr 22, 2021 11:45 am
<b>Type</b> Award Notice (Updated)	<b>Inactive Date</b> Aug 2, 2021
<b>Office</b> FA4819 325TH CONTRACING SQ PKP	<a href="#">Published</a>

### General Information

Contract Opportunity Type: Presolicitation (Updated)

To edit a notice, go to your “Workspace” in the Contract Opportunities Data Entry section and select the active notice you need to edit. Select the “Edit” icon to create a draft and edit the content. Update each section as required. You may delete attachments/links and add new attachments/links as needed. Once you have updated all pertinent fields and verified all entries, select Publish. The update will appear in the notice history.

Note: If you are looking to change the solicitation type, for example from presolicitation to solicitation, you need to create a new opportunity. When you create the new opportunity and relate it to the previous one, the notices will automatically link. Information from the original notice will populate the new notice. The option exists to edit the fields even when prepopulated.

### Interested Vendors List

Create and manage the IVL associated with an opportunity. The intent of this feature is to collect a list of vendors interested in competing for the opportunity or vendors interested in subcontracting opportunities. The contracting officer is the only person who can determine whether to include an IVL and view settings for an IVL. Both contracting officers and contract specialists can view an IVL. Vendors responding to an IVL must be logged into SAM.gov to respond.

When you create a new solicitation or combined synopsis/solicitation, you will be allowed to select whether you want to allow an IVL. You will also need to determine who will have visibility into the IVL.

- Go to your workspace and select the “Create Opportunity” icon.
- In the general information section, you will be asked to “Allow Vendors to Add to the IVL” and to “Allow Other Vendors to View.” Allowing other vendors to view the IVL may be beneficial when subcontracting is expected.

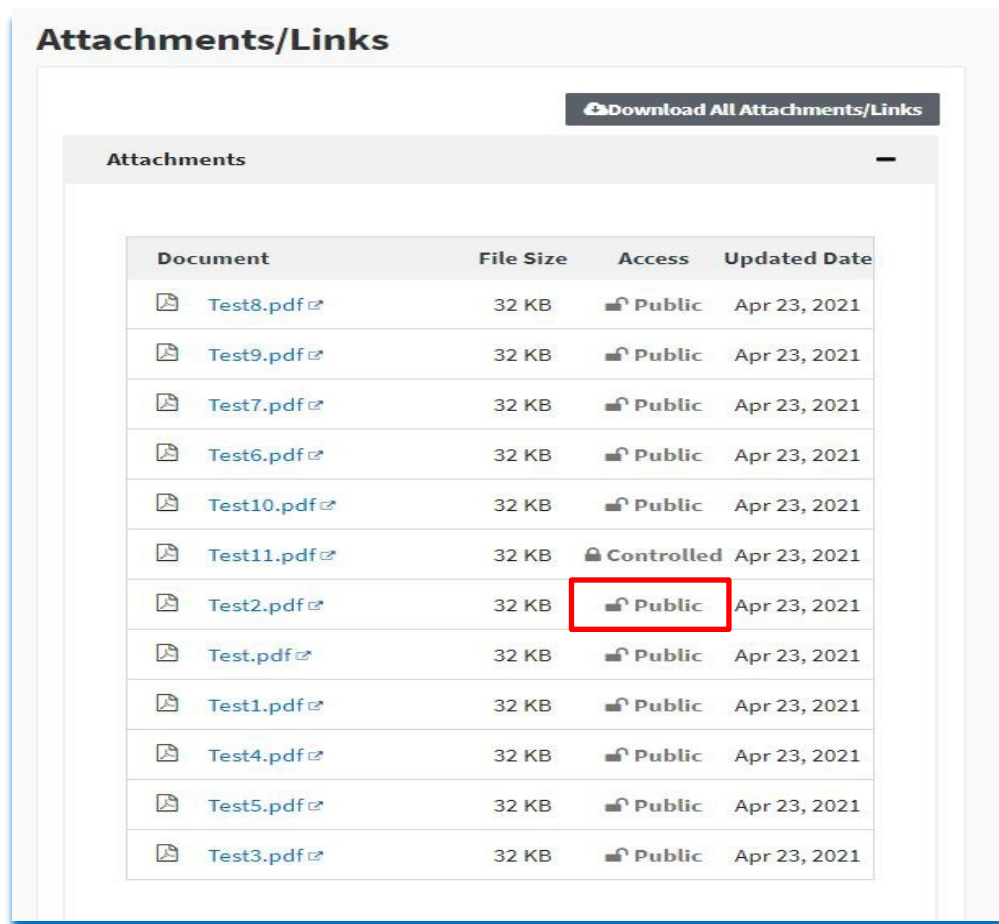
## Public vs. Controlled Attachments

























As a contracting officer or contract specialist, you may add attachments to any notice type. The two types of attachments are:

- Public – Vendors are not required to be pre-certified by the Joint Certification Program (JCP) in order to view the attachment(s).
- Controlled – Only vendors certified by the JCP are authorized to gain access to the attachment(s). The company's Data Custodian requester (designated on block 3A of the DD Form 2345) is the *only* authorized individual to access unclassified export controlled technical data. For more information, go to <https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/>.

You can restrict access to controlled but unclassified information (CUI) in attachments by using the toggle in the attachments section. If you choose to limit access, you (or your designated agency administrator) will be responsible for authenticating requests for access. You will receive an email when an access request is pending your approval. You will also see a log of these requests and status of the requests from your workspace.

### Example 5 – View of the Attachment/Links Section



Document	File Size	Access	Updated Date
 Test8.pdf <a href="#">↗</a>	32 KB	 Public	Apr 23, 2021
 Test9.pdf <a href="#">↗</a>	32 KB	 Public	Apr 23, 2021
 Test7.pdf <a href="#">↗</a>	32 KB	 Public	Apr 23, 2021
 Test6.pdf <a href="#">↗</a>	32 KB	 Public	Apr 23, 2021
 Test10.pdf <a href="#">↗</a>	32 KB	 Public	Apr 23, 2021
 Test11.pdf <a href="#">↗</a>	32 KB	 Controlled	Apr 23, 2021
 Test2.pdf <a href="#">↗</a>	32 KB	 Public	Apr 23, 2021
 Test.pdf <a href="#">↗</a>	32 KB	 Public	Apr 23, 2021
 Test1.pdf <a href="#">↗</a>	32 KB	 Public	Apr 23, 2021
 Test4.pdf <a href="#">↗</a>	32 KB	 Public	Apr 23, 2021
 Test5.pdf <a href="#">↗</a>	32 KB	 Public	Apr 23, 2021
 Test3.pdf <a href="#">↗</a>	32 KB	 Public	Apr 23, 2021

**TIP:** In the "Attachments/Links" section of the draft notice, you have the option to upload files from your computer or simply drag and drop a file from your computer's default file browser. Attachments are marked "public" or "controlled" next to each document indicating the access. (See Example 5)

## 8 Resources

---

Multiple resources are available to help you stay informed:

- Acquisition.GOV (for the FAR): <https://www.acquisition.gov>
- SAM: <https://sam.gov/>
- Federal Service Desk (Knowledge Base): <https://www.fsd.gov/knowledgebase>
- Defense Contracting and Pricing (DPC) DARS (for DFARS and PGI):  
<https://www.acq.osd.mil/dpap/dars/>
- DoD Procurement Toolbox: <https://dodprocurementtoolbox.com>
- Federal Service Desk (Helpdesk for SAM): <https://www.fsd.gov/fsd-gov/home.do>
- Joint Certification Program (JCP): <https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/>
- LOGIN.gov: <https://login.gov/>
- Product Service Codes (PSC): <https://dodprocurementtoolbox.com/site-pages/psc-tool>
- North American Industry Classification System (NAICS): <https://www.census.gov/eos/www/naics/>
- Controlled Unclassified Information (CUI) Directive (DoD Instruction 5200.48):  
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/520048p.PDF?ver=2020-03-06-100640-800>