

An unsolicited proposal is a written proposal for a new or innovative idea that is submitted to an agency on the initiative of the offeror for the purpose of obtaining a contract with the Government, and that is not in response to a request for proposals, Broad Agency Announcement, Small Business Innovation Research topic, Small Business Technology Transfer Research topic, Program Research and Development Announcement, or any other Government-initiated solicitation or program.

The Procurement Integrated Enterprise Environment (PIEE) platform supports the submission of unsolicited proposals by industry via the Solicitation Module.¹ Government agencies may incorporate the use of the Solicitation Module into their procedures for controlling the receipt, evaluation, and timely disposition of unsolicited proposals in accordance with FAR 15.606.

Guide Contents

1.0. Purpose	2
2.0. Notifications when an Unsolicited Proposal is submitted	2
2.1. Email Notifications	2
2.2. System Notifications	3
3.0. View an Unsolicited Proposal	4
4.0. Validate Signature and Offer Data	6
5.0. Download an Unsolicited Proposal	7
6.0. Update Status of an Unsolicited Proposal	8
7.0. Resources	9

¹ <https://www.acq.osd.mil/dpap/policy/policyvault/USA000728-20-DPC.pdf>

1.0. Purpose

This quick reference guide provides government users information and instructions on the following:

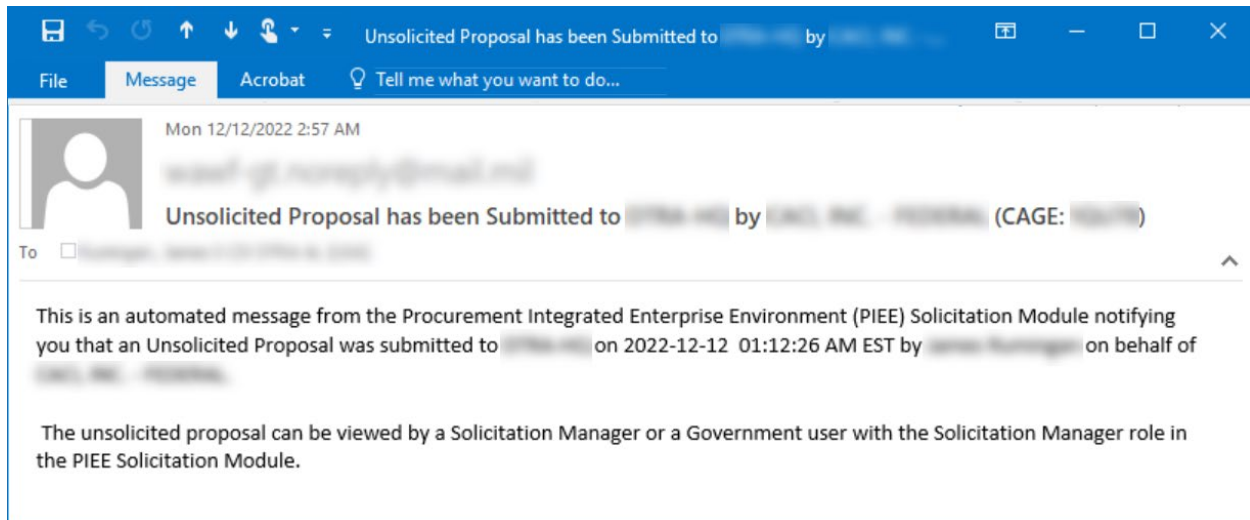
- Overview on notifications when an unsolicited proposal is submitted
- How to view an unsolicited proposal
- How to validate the signature and offer data for an unsolicited proposal
- How to download an unsolicited proposal
- How to update the status of an unsolicited proposal

2.0. Notifications when an Unsolicited Proposal is submitted

The Solicitation Module provides email and system notifications when an unsolicited proposal is submitted by a Proposal Manager.

2.1. Email Notifications

Government Account Administrators (GAMs) receive a system generated email message when an unsolicited proposal is submitted. Below is an example:



The email message includes the following details:

- Offeror Name
- Proposal Manager Name
- Component Name
- Date and Time Submitted

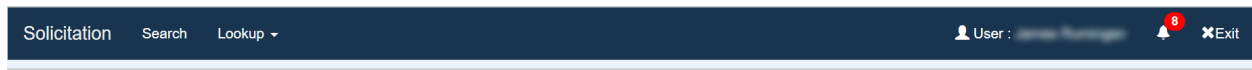
Helpful tip: Please verify email messages originating from PIEE are not going to the spam folder:
disa.ogden.eis.mbx.wawfnoreply@mail.mil

2.2. System Notifications

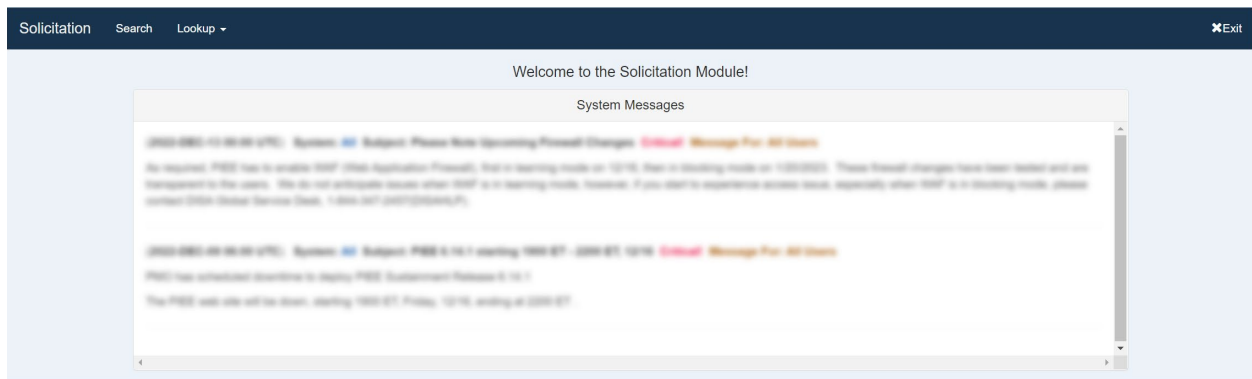
A GAM that has an active Solicitation Module role or was added as an evaluation committee member will also have access to a system notification when an unsolicited proposal is submitted. As shown below, the contents of the notification are identical to the email message.



All system notifications can be viewed by clicking the notification icon located on the top right corner of the Solicitation Module menu bar. After clicking the notification icon, a notification window/modal will appear.



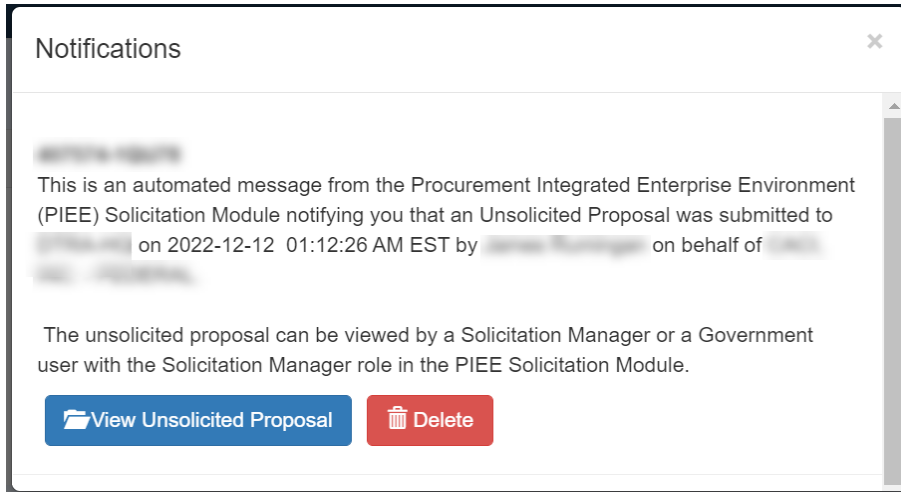
Note: If a user does not see their name/User ID and notification icon on the Solicitation Module menu bar, they are accessing the public facing solicitation search portal. This means the user does not have an active Solicitation Module role and is not a member of an evaluation committee.



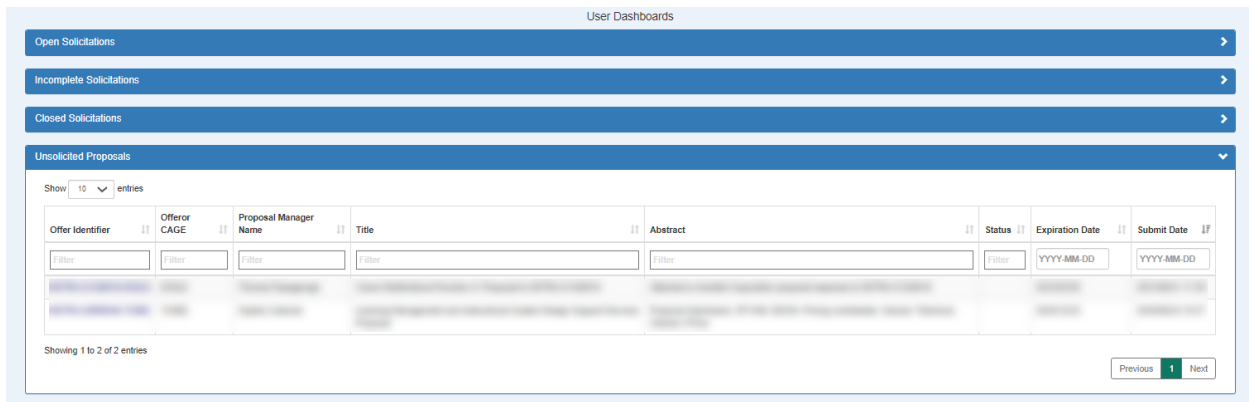
3.0. View an Unsolicited Proposal

An unsolicited proposal can be accessed from a system notification, if received, or from the Unsolicited Proposals Dashboard.

From a system notification, a GAM that has an active Solicitation Module role or is a member of an evaluation committee can click the View Unsolicited Proposal button.



From the Unsolicited Proposals Dashboard, Solicitation Managers can click on an Offeror Identifier under the Offer Identifier column to view an unsolicited proposal.



Note: Government Support Contractors with the Solicitation Manager role do not have access to the Unsolicited Proposals Dashboard.

Clicking the View Unsolicited Proposal button from a system notification or the Offer Identifier from the Unsolicited Proposals Dashboard will take the user directly to the unsolicited proposal. With the exception to the attachments, information submitted by the Proposal Manager is view-only.

The screenshot displays the 'Unsolicited Proposal' details page. At the top, there is a navigation bar with 'Solicitation', 'Post Solicitation', 'Search', and 'Lookup' options. Below this is a header for 'Source Selection Information - See FAR 15.605'. The main content area is divided into several sections:

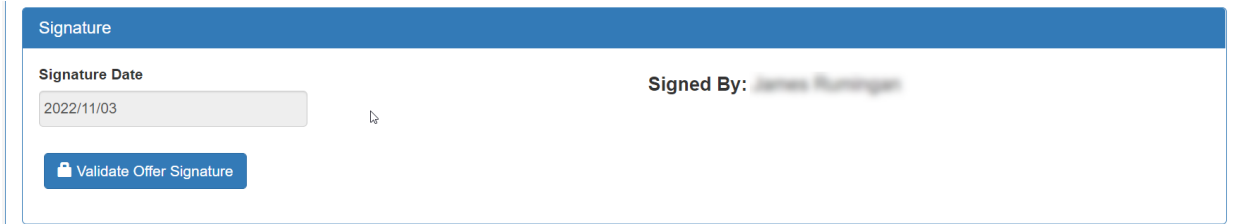
- Table:** A table with columns for Offeror CAGE, Offeror UEI, Offeror Name, Offer Date, Proposal Manager Name, and Proposal Manager Email Address. The data rows are redacted with black bars.
- Offer Details:** A section containing fields for Offer Identifier, Agency, Date and Time Submitted (with 'Equivalent time in UTC' label), Proposal Manager Phone Number, Title, Abstract, Valid From Date, and Valid To Date. The values for these fields are redacted.
- Attachments:** A table with columns for Name, File, and Date. It lists several attachments, with the file names and dates redacted.
- Signature:** A section with a 'Signature Date' field, a 'Signed By:' field, and a 'Validates Offer Signature' button.
- Unsolicited Proposal Status:** A section with a message: 'The Proposal Manager for this Unsolicited Proposal will not be notified of this action.' Below this are radio buttons for 'Accept' and 'Reject', and a 'Submit' button.

At the bottom of the page, there is another instance of 'Source Selection Information - See FAR 15.605'.

Note: Only Solicitation Managers have the ability to validate signature and offer data, bulk download all attachments, and update the status of an unsolicited proposal.

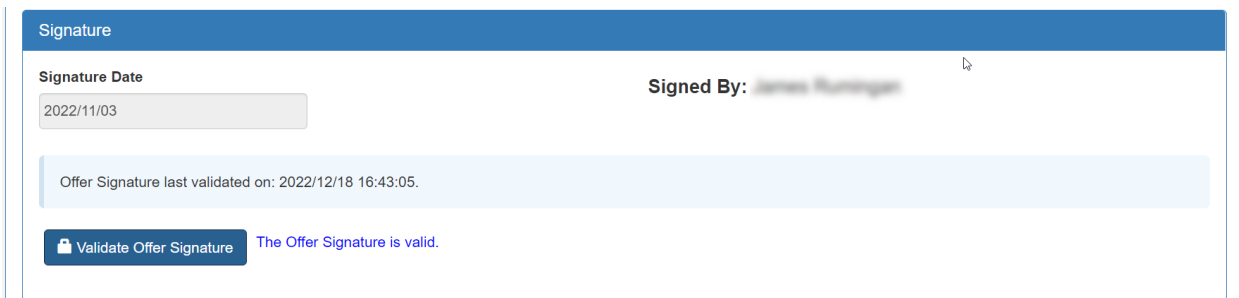
4.0. Validate Signature and Offer Data

The offer data from an unsolicited proposal, including attachments, are digitally signed by the Proposal Manager for non-repudiation purposes. Solicitation Managers have the ability to validate the signature and offer data by clicking the Validate Offer Signature button.



The screenshot shows a web interface titled "Signature". It features a "Signature Date" field containing "2022/11/03" and a "Signed By:" field containing "James Rodriguez". A blue button labeled "Validate Offer Signature" is positioned below the date field.

The screen will display if the offer signature is valid and when it was last validated.



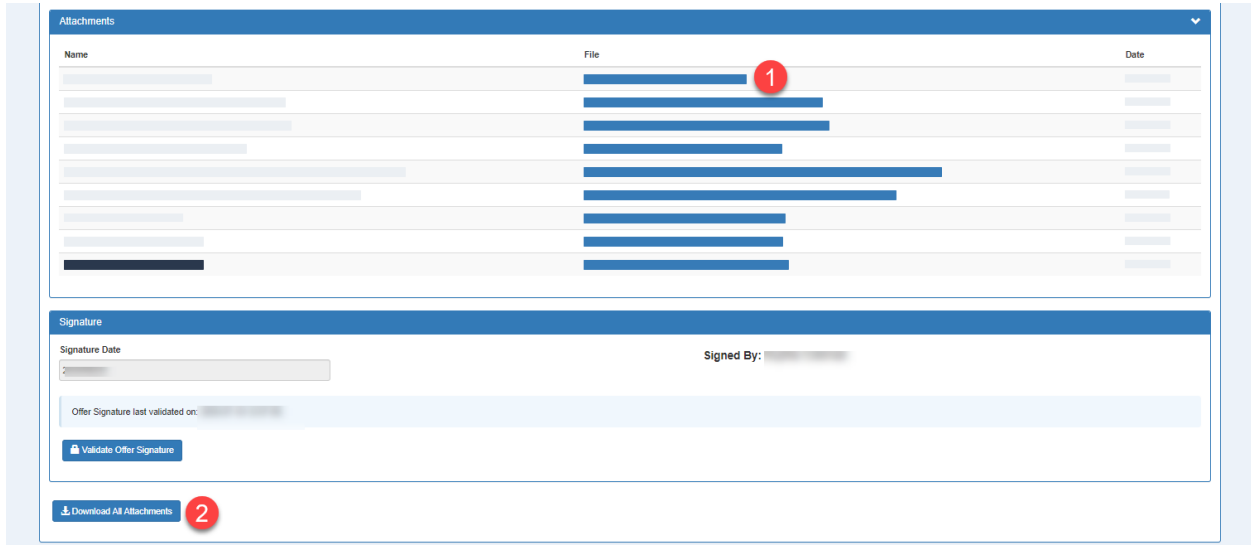
The screenshot shows the same "Signature" interface as above, but with additional information. A light blue message box displays "Offer Signature last validated on: 2022/12/18 16:43:05." Below this, the "Validate Offer Signature" button is now accompanied by the text "The Offer Signature is valid."

Note: Only Solicitation Managers have the ability to validate signature and offer data.

5.0. Download an Unsolicited Proposal

There are two ways to download attachments on an unsolicited proposal:

1. Click the file name under the File Column.
2. Click the Download All Attachments button to bulk download all attachments into a zip file.



Note: Only Solicitation Managers have the ability to bulk download all attachments.

6.0. Update Status of an Unsolicited Proposal

Solicitation Managers have the ability to update the status of an unsolicited proposal. Updating the status does not notify the Proposal Manager. To update the status:

1. Select Accept or Reject
2. Click the Submit button

The screenshot shows a form titled "Unsolicited Proposal Status". Below the title, a message states: "The Proposal Manager for this Unsolicited Proposal will not be notified of this action." The form contains the text "Unsolicited Proposal Status" followed by two radio buttons labeled "Accept" and "Reject", both of which are unselected. Below these options is a blue "Submit" button. Red callout boxes with numbers 1 and 2 point to the "Accept/Reject" area and the "Submit" button, respectively.

The updated status will be displayed to other Solicitation Managers with access to the unsolicited proposal. In addition, the following details are displayed:

- Name of the Solicitation Manager that updated the status
- Date/Time when status was updated

This screenshot shows the form after the status has been updated to "Accepted". The "Accept" radio button is now selected. Below the radio buttons, a message reads: "This Unsolicited Proposal was Accepted by [redacted] on 2022/12/18 17:54:13."

This screenshot shows the form after the status has been updated to "Rejected". The "Reject" radio button is now selected. Below the radio buttons, a message reads: "This Unsolicited Proposal was Rejected by [redacted] on 2022/12/18 17:52:14."

Note: Only Solicitation Managers have the ability to update the status of an unsolicited proposal.

7.0. Resources

The following resources are available to help you stay informed:

- DoD Procurement Toolbox:
<https://dodprocurementtoolbox.com/site-pages/solicitation-module>
- PIEE Web Based Training:
<https://wawf-gt.eb.mil/wbt/xhtml/wbt/sol/index.xhtml>
- Defense Pricing and Contracting:
<https://www.acq.osd.mil/asda/dpc/ce/cap/piee.html>
- Federal Acquisition Regulation:
<https://www.acquisition.gov/browse/index/far>
- DISA Global Service Desk (PIEE Help Desk):
<https://piee.eb.mil/xhtml/unauth/web/homepage/governmentCustomerSupport.xhtml>