Attachment 4 – Additional Guidance/Screenshots - Posting RLPs on SAM.gov

Note 1:   When posting the initial advertisement, use "Presolicitation" under "type." (Skip this if N/A)

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Note 2: When ready to post the solicitation/RLP, create a new opportunity, using "Solicitation" as notice type and link it to the prior presolicitation notice under the field, "Related Notice." If no presolicitation notice was posted, there is no need to link it.

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<u>Note 3</u>: Click through the application and upload RLP package exhibits under "Attachments/Links."

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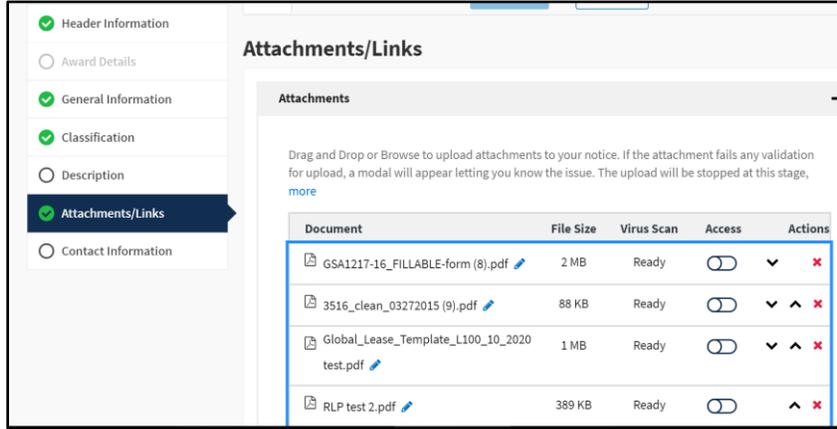
<u>Note 4</u>:   Be sure to include all RLP package components/exhibits, including applicable offer forms.

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Note 5: If you have a sensitive attachment (e.g., law enforcement agency's special requirements), you have two (2) methods to protect the information:

Method 1:   Click on "Access" toggle to enable "Request Access" or "RA" functionality to control access to the sensitive attachment. The attachment is locked from public viewings; offerors who wish to see this attachment will have to obtain permission through the SAM.gov application to access the locked attachment. **Important: Only restrict/control access to _sensitive_ attachments. Do not lock other components of the RLP package.**


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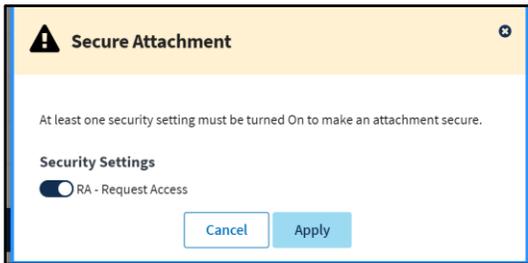
Method 2:   Alternatively, upload generic "Sensitive Information Template" (Attachment 3 of this Leasing Alert) which directs viewer to request the sensitive information directly from the LCO or his/her designee. If using this method, there is no need to engage the "Request Access" toggle. See RLP for language related to this method ("List of RLP Documents"- Subparagraph B).

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Note 6:   Hit publish when ready to post the RLP package.

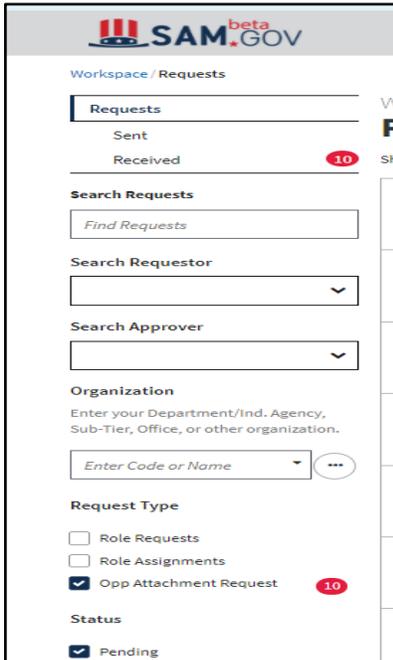**
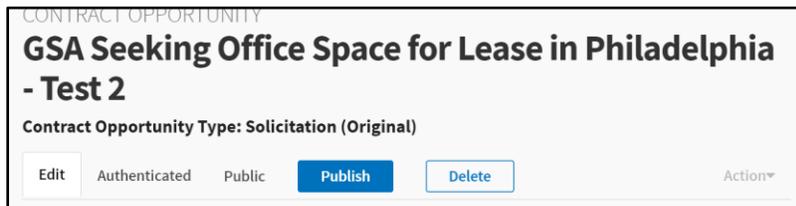
Note 7: The solicitation/RLP is now published and linked to the original presolicitation notice.

History

Nov 23, 2020 01:06 pm EST
Solicitation (Original)

Nov 18, 2020 01:00 pm EST
Presolicitation (Original)

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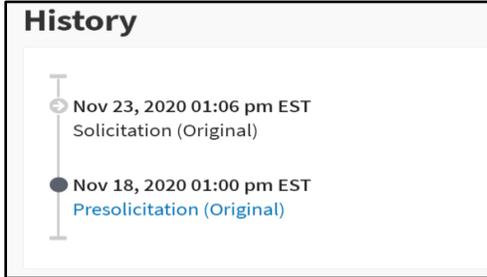
Note 8: If the solicitation/RLP includes an attachment with controlled access, offerors will request access through the SAM.gov application, and the LCO will receive an email. There will also be a pending request in SAM.gov.

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Note 9: Click on the pending request and either accept or reject the request for access to the attachment.   Rejections must include an explanation.

WORKSPACE

Request Access

Pending

Original Request
Richard has submitted the following Request Access. Make sure to verify all necessary information for approval.

Request From
Richard
richard.   @gmail.com

Notice ID
1NC1234

Notice Title
Lease of Office Space within Region 4. Request for Lease Proposals (RLP) #21-REG04 - OFFICE SPACE

Attachment Name
Security Specifications

Unique Entity Identifier (DUNS)
No data

CAGE Code
No data

Reason for Request
Bidder

Response
If you reject this request, you must provide an explanation below. Otherwise message is optional.

Cancel   Reject   Approve