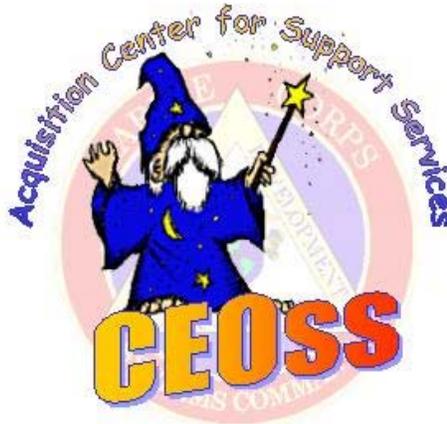


**ACQUISITION CENTER FOR SUPPORT SERVICES  
(ACSS)**



**Enterprise Procurement Portal (eP<sup>2</sup>)  
MCSC Customer Guide**

**Version 2.0**

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**Acronyms List**

- ACSS – Acquisition Center for Support Services
- CEOss – Commercial Enterprise Omnibus support services
- eP<sup>2</sup> – Enterprise Procurement Portal
- PGD – Product Group Directorate
- RFQ – Request for Quotation
- BPA – Blanket Purchase Agreement
- MCSC – Marine Corps Systems Command
- DIQ – Days In Queue
- TOPR – Task Order Proposal Request
- TO – Task Order
- SOW – Statement of Work
- Q&A – Question and Answer

## 1. Introduction

The Enterprise Procurement Portal (eP<sup>2</sup>) provides ACSS staff, Commercial Enterprise Omnibus support service (CEOss) vendors and PGD Customers with a collaboration portal designed to enhance the efficiency and effectiveness of the task order award process. This document will introduce the layout of the portal, its functions and capabilities, as well as provide a step-by-step outline for task order formation.

## 2. eP<sup>2</sup> User Groups

Users are assigned to one of four eP<sup>2</sup> user groups. While all users collaborate on the same set of pending and awarded task orders, group associations restrict the extent of permissions :

- **ACSS Administrators** can see and modify all task orders and all associated forms and documents. They can also administer eP<sup>2</sup> user accounts, vendor and MCSC Customer records, and task order records. Additionally, portal usage reports are available only to this group.
- **ACSS Staff** can monitor all task orders and perform all task order-related actions (cost estimates, Statement of Work (SOW) uploads, etc.).
- **Customer Principals (e.g., those with accounts)** can see all task order proposal requests (TOPRs) that have been initiated by their office, initiate new TOPRs, and modify and upload draft SOWs, funding documents, and view modifications and vendor invoices.
- **Vendor Principals** can see draft RFQs that have been posted to eP<sup>2</sup>, request a final RFQ, generate questions, and submit a proposal for RFQs within the domain for which they have been awarded a BPA.

## 3. Logging In and Logging Out

At the initial user authentication screen (Fig.1), enter your username and password to gain access to the portal. Your user ID is associated with your user group and gives you appropriate access to eP<sup>2</sup> functions and content. If you forget your password, an ACSS Administrator can reset it.

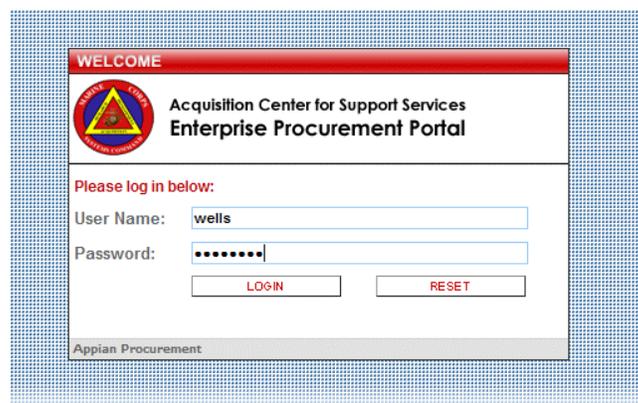


Figure 1 - Login Screen

A “Logout” button on the top of each page should be used to properly exit the application (Fig. 2).

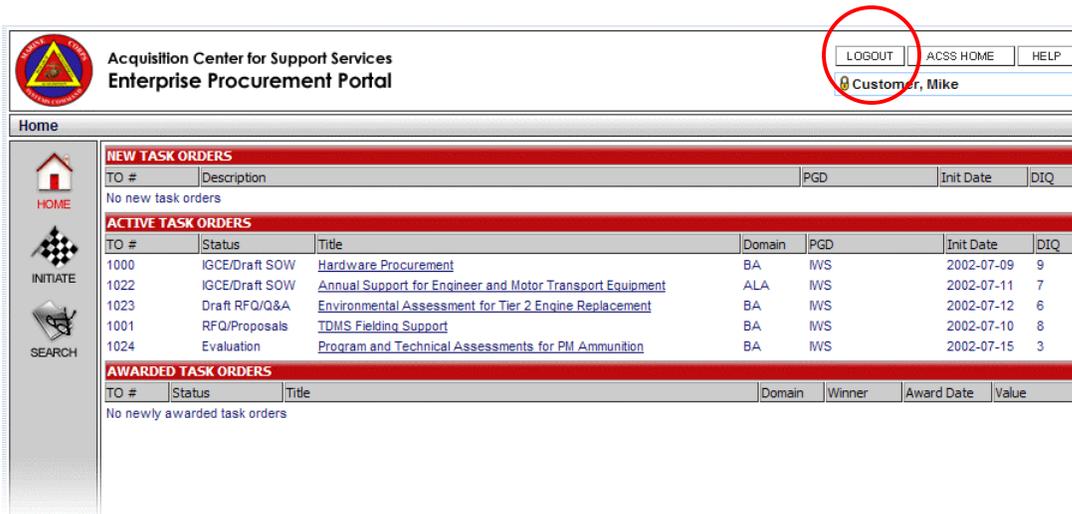


Figure 2 - eP<sup>2</sup> logout button

#### 4. MCSC Principal’s Guide

As an MCSC customer, you will use eP<sup>2</sup> to initiate and manage TOPRs. The Portal will allow you to collaborate with ACSS staff to define requirements, evaluate vendor proposals, award a service task order, and manage an awarded task order.

##### 4.1 Home Page

Your home page is displayed when you successfully log in to eP<sup>2</sup>. The home page lists all task orders currently in queue, organized by status (Fig. 3).

- **New Task Orders** are those that have been initiated by your PGD but have not yet been reviewed and accepted by ACSS.
- **Active Task Orders** have been accepted, but have not yet been awarded. The “Status” field for each active task order indicates progress toward award.
- **Awarded Task Orders** reflect awarded task orders. Task Orders in this section are available for modification, termination, renewal, etc.

Your home page also has a navigation bar on the left-hand side of your screen. There are three actions available to you on this bar: Home, Initiate and Search.

- **Home** – You can return to the home page from any part of the Portal by clicking on the “Home” button.
- **Initiate** – Click on the “Initiate” button from any part of the Portal to initiate a new TOPR.
- **Search** – Click on the “Search” button to perform a simple keyword search. Enter a word or partial word and select task order titles, descriptions, or both for

the search scope. The search engine will return links to all awarded task orders that match the search criteria.

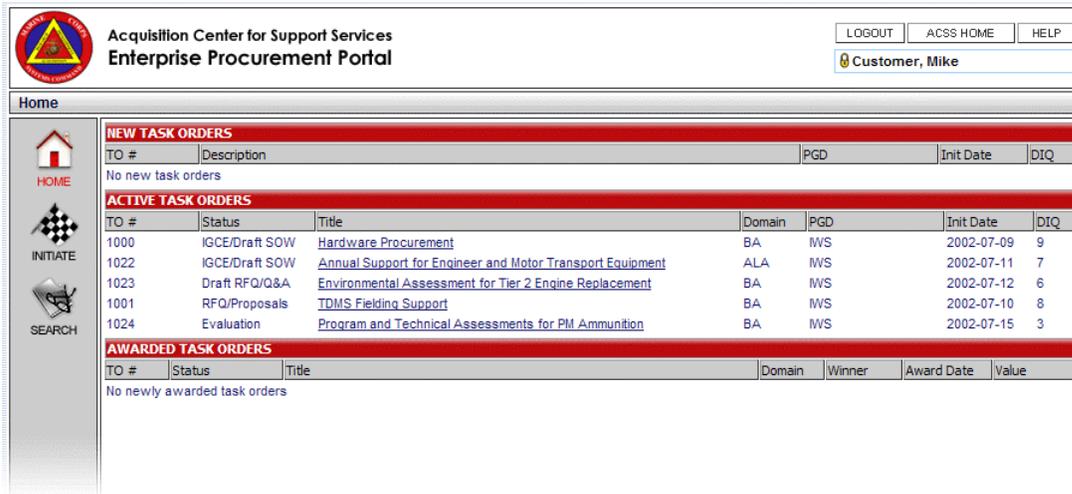
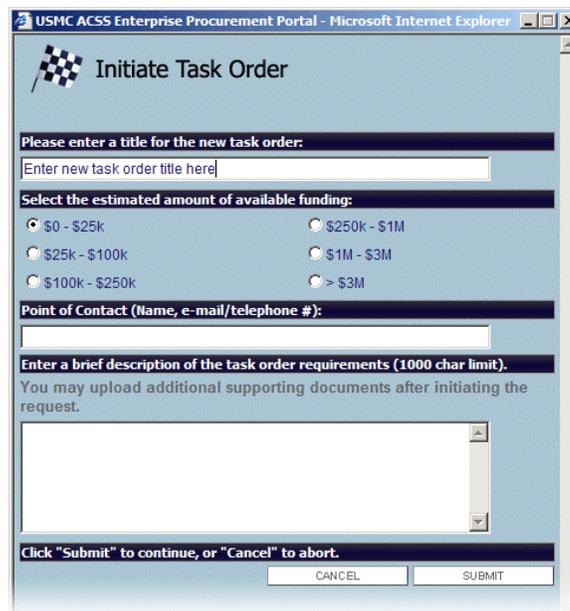


Figure 3 – Customer Home Page

#### 4.2 Initiating a new TOPR

From your home page, click on the “Initiate” button on the left hand navigation pane. Fill in the following information (Fig. 4):

1. Title of your TOPR
2. Select the estimated funding
3. Project Officer Name, Phone Number and email address
4. Brief Description of TOPR (limited to 1000 characters)
5. Click “Submit”



**Figure 4 – Task Order Initiation Window**

**4.3 Task Order Details Page for Active (Pre-Award) TOPRs**

To check the status of an active TOPR, click on its title on the home page. This brings up the Task Order Details Page, which shows the status, history and pending actions for a TOPR (Fig. 5).

**STATUS**

● 1.INITIATED 
 ■ 2.ACCEPTED 
 ■ 3.IGCE/DRFT SOW 
 ■ 4.DRFT RFQ/Q&A 
 ■ 5.RFQ/PROPOSALS 
 ■ 6.EVALUATION 
 ■ 7.AWARD

@ Day 11

**INFORMATION**

PGD	Contact	Phone	E-Mail	Estimated Available Funding	Assigned Domain	Description
MWS	Customer, Mike	(202)813-1378	customer@faa.com	\$25,000 - \$100,000	ES	<a href="#">View</a>

**DOCUMENTS & FORMS**

Title	Version	Date Added	User	Comments
<a href="#">Draft SOW</a>	1	2002-08-02 17:50	Hoyland, M.	test email
<a href="#">Funding Doc</a>	1	2002-08-05 10:36	Customer, M.	
<a href="#">SF1449 - DRFQ</a>	1	2002-08-02 17:50	Hoyland, M.	
<a href="#">SF1449 - FRFQ</a>	1	2002-08-02 17:55	Hoyland, M.	
<a href="#">Final SOW</a>	1	2002-08-02 17:55	Hoyland, M.	

**AVAILABLE ACTIONS**

ACSS has posted a final RFQ for this task order. Vendors may now submit proposals.

View Q&A area. Currently 0 post(s) in this Q&A area.

Upload additional supporting documents.

Upload funding document.

Click here to return to the home page when finished. You will be notified by e-mail when ACSS updates the status of this task order request.

**Figure 5 – Customer Task Order Detail View for Active (Pre-Award) TOPRs**

**4.3.1 Status & DIQ**

Each TOPR progresses through 7 steps in the award process. The status bar (Fig. 6) shows the current step, as well as the days-in-queue (DIQ) value. The number of days in queue are counted from customer initiation of a TOPR. For example, on the third day after TOPR initiation, the DIQ value will be displayed as “@ day 3,” and continue to count until the ACSS accepts the TOPR and schedules your intake appointment.

The days-in-queue value is reset to 1 when a TOPR is accepted and the count against the 20-day metric begins. The following “stop light” indicators are provided:

- Green            On Schedule
- Yellow         Behind Schedule
- Red              Likely to Exceed 20-day Window

See the CEOss Handbook for the timeline established by ACSS to award a task order.



**Figure 6 – Customer TOPR Status**

**4.3.1.1 Seven Process Steps**

1. Initiated – Your TOPR has not yet been formally accepted by the ACSS but is in review.
2. Accepted - Your TOPR has been accepted by the ACSS, assigned a domain, and added to the work queue. You will be contacted with an “intake” interview appointment.
3. IGCE/Draft SOW - During your interview, ACSS staff will work with you to generate an Independent Government Cost Estimate (IGCE), a draft Statement of Work SOW, and evaluation criteria based upon your TOPR.
4. Draft RFQ/Q&A – Draft documents (SOW / RFQ) resulting from your TOPR are posted into the appropriate domain for vendor Q&A.
5. RFQ/Proposals – Following the Q&A period, a final RFQ is posted into the appropriate domain for vendor proposals.
6. Evaluation – Following receipt of vendor proposals, ACSS staff will assist the customer with “best value” selection based upon the evaluation criteria.
7. Award – Following selection of a winning proposal the TOPR moves from “Active Task Order” section to the “Awarded Task Order” section.

**4.3.2 Information**

This shows basic information about the TOPR (Fig. 7).

INFORMATION						
PGD	Contact	Phone	E-Mail	Estimated Available Funding	Assigned Domain	Description
IWS	Customer, Mike	(202)813-1378	<a href="mailto:customer@faa.com">customer@faa.com</a>	\$10,000 - \$100,000	BA	<a href="#">View</a>

**Figure 7 – Customer TOPR Information**

**4.3.3 Documents & Forms**

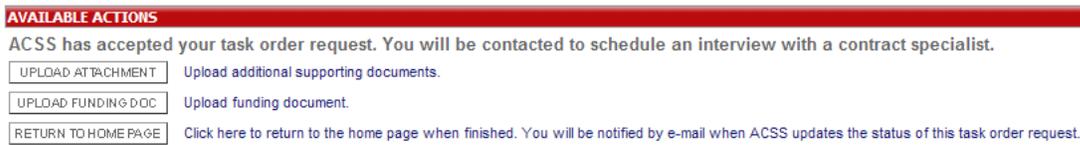
As ACSS processes a TOPR and collaborates with customers and vendors, documents (i.e., SOW drafts) and forms (i.e., SF1449s) are managed via eP<sup>2</sup> and their status is listed here (Fig. 8). Since documents may have multiple drafts, their version and author are displayed next to the document title. Click on each document title to view it. You may save open documents by clicking on the web browser’s “File” menu and selecting “Save” or “Save As”.

DOCUMENTS & FORMS				
Title	Version	Date Added	User	Comments
<a href="#">W Draft SOW</a>	1	2002-07-10 00:03	Wells, C.	

**Figure 8 – Customer Available Documents**

#### 4.3.4 Available Actions

A changing list of available actions (Fig. 9), determined by the status of the TOPR, is available to the customer. Click on the appropriate action button to perform or review the task.



**Figure 9 – Customer Available Actions**

#### 4.4 Managing Awarded Task Orders

Once your task order has been awarded, there are no further actions that need to be *initiated* via eP<sup>2</sup>. However, you should use eP<sup>2</sup> to manage and track the status of your task order. If your task order requires a modification, contact the ACSS staff.

##### 4.4.1 Task Order Details Page for Awarded Task Orders

To check the status of an awarded task order, click on its title on the home page. This brings up the Task Order Details Page, which shows all documents and forms, invoices and available actions for a task order (Fig. 10).



INFORMATION					
Status	Winner	Domain	PGD	Award Date	Value
Awarded	ANTEON	ES	BMADS	2003-05-20	\$584,024.00

DOCUMENTS & FORMS					
Title	Version	Date Added	User	Comments	
SF1449 - FRFQ	1	2003-04-30 16:38	Oliff, G.	IGCE < 539K Labor	
DD350	1	2003-05-20 16:55	Wells, C.	Award form	
SF1449 - AWARD	2	2003-05-20 17:03	Wells, C.	Fully Funded	
Signed SF1449	1	2003-05-20 17:30	Wells, C.		
SF30 Attachment	1	2003-06-30 14:17	Grant, J.		
SF30 - MODIFICATION	1	2003-06-30 14:26	Grant, J.	MODIFIED TO ADD DD 254	
Signed SF30	1	2003-06-30 15:00	Grant, J.		

INVOICES						
Invoice #	Status	Date Added	Invoice Date	Date Paid	Amount	Comments
INV-FY03012472	Submitted for Certification	2003-07-28	2003-07-15		\$44,916.04	BMADS FMS Support for June 2003.

AVAILABLE ACTIONS		
Status	Action	Description
Available	<input type="button" value="VIEW HISTORY"/>	View documents and forms history.
Available	<input type="button" value="VENDOR Q&amp;A"/>	View Q&A History.

**Figure 10 – Customer Task Order Detail View for Awarded Task Order**

##### 4.4.1.1 Information

This shows basic information about the task order.

#### 4.4.1.2 Documents and Forms

As ACSS manages an awarded task order and collaborates with customers and vendors, documents (i.e., modifications) and forms (i.e., SF30s) are managed via eP<sup>2</sup> and their status is listed here (Fig. 11). Since documents may have multiple drafts, their version and author are displayed next to the document title. Click on each document title to view it. You may save open documents by clicking on the web browser’s “File” menu and selecting “Save” or “Save As”.

DOCUMENTS & FORMS				
Title	Version	Date Added	User	Comments
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<a href="#">Signed SF1449</a>	1	2003-05-20 17:30	Wells, C.	
<a href="#">SF30 Attachment</a>	1	2003-06-30 14:17	Grant, J.	
<a href="#">SF30 - MODIFICATION</a>	1	2003-06-30 14:26	Grant, J.	MODIFIED TO ADD DD 254
<a href="#">Signed SF30</a>	1	2003-06-30 15:00	Grant, J.	

Figure 11 – Customer Available Documents

#### 4.4.1.3 Invoices

Vendors will upload invoices to ep2 on a monthly basis. You should review the invoices (Fig. 12) at ACSS’ request. Select the applicable invoice and click on the icon next to the magnifying glass to view the invoice.

INVOICES						
Invoice #	Status	Date Added	Invoice Date	Date Paid	Amount	
INV-FY03012472	Submitted for Certification	2003-07-28	2003-07-15		\$44,916.04	

Figure 12 – Invoices Available for Review

#### 4.4.1.4. Available Actions

A static list of available actions (Fig. 13) is available to the customer. Click on the appropriate action button to perform the task.

AVAILABLE ACTIONS		
Status	Action	Description
Available	<input type="button" value="VIEW HISTORY"/>	View documents and forms history.
Available	<input type="button" value="VENDOR Q&amp;A"/>	View Q&A History.

Figure 13 – Customer Available Actions