**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)

![GSA Seeking Office Space in Philadelphia, PA (Test Only)](image)

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![GSA Seeking Office Space for Lease in Philadelphia - Test 2](image)

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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.

![Header Information](image)
Note 3: Click through the application and upload RLP package exhibits under “Attachments/Links.”

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

![Secure Attachment]

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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).

![List of Documents]

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

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

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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.