



Federal Business Opportunities

U.S. General Services Administration

As part of GSA's mission of providing superior workplace to federal agencies, the agency contracts for a wide variety of commercial real estate services including design, construction, maintenance, building management, and janitorial services. All business opportunities valued at \$25,000 or more are posted on-line at the federal government's business opportunity website: <http://www.fbo.gov>.

GSA announcements include proposed contract actions, solicitations for offers, contract awards, and other procurement information. Vendors can subscribe and receive daily e-mail notifications of announcements sorted by selected organizations, product service code, or by solicitation number.

Navigating the Federal Business Opportunities Website

1. Point your browser to the site: <http://www.fbo.gov>
2. Log into the system (green box is located in the center of the page)

New Users – Click on the Opportunities hyperlink to view business opportunities without a user name/ password, or become a registered user by clicking on Register Now hyperlink.

Returning Users – Enter username and password and click the Login button.

All users can view General Information, News, Opportunities, Agencies/ Office Lists, and the Privacy Statement. Details of how to navigate the "Opportunities" section is described in detail below (a and b).

Registered Users are able to take advantage of secured profile accounts, "My FBO", to save searches, create watch lists and set-up email notifications without registering. Key vendor information is maintained in the profiles – Data Universal Number System (DUNS) and the Commercial and Government Entity (CAGE) Code.

3. View Opportunities by selecting the "Opportunities" link or tab at the top of the page. When the navigation is opened, the user is taken to the "opportunities list". This list is initially filtered to recently posted opportunities.

Keyword Search - The keyword search field filters the list by – title, agency, solicitation number or description words. This is a "full text" search field – therefore the words entered will search for an exact match.

Filter Search - Click "More" to see "agency" and "type" filters.

Advanced Search - The Advanced Search tab opens a new page, that offers boxes to check and search fields to enter keywords that narrows the search by more than one criteria - agency, posting date, contract award date, set aside code, procurement type, location, etc.

To learn more about a particular opportunity, select the name under the opportunity column. The description page will provide various information, including "Notice Details" (synopsis, change history, contact information, general information, etc.), "Packages" (documents that may be attached to the notice), and "Interested Vendors List" (optional information that allows vendors to indicate interest in the particular notice (must be logged in); and may review the listing of interested vendors for the notice.

“My FBO” for Register Users

Register users can take advantage of “My FBO”, which allows the user to personalize settings and navigation preferences. My FBO will personalize announcements, links, and quick searches based on user information. It also provides personalized navigation to save preferences using several applications:

1. “Watch List” – Designation that vendor can set on notice that saves the notice on a sub-tab list off notices. The Watch list is easily accessed with “quicklinks” and the vendor receives a daily “Watch List Notice” email that outlines any changes impacting a notice on the Watch list target list of opportunities.
2. “Search Agents” – Vendors can set-up “search agents” based on selected detailed search elements. Search agents can be run on an ad hoc or scheduled basis to highlight newly filed opportunities which align with the designated search criteria.
3. “Interested Vendors” – On a specific opportunity page, some buyers have used the “interested vendor function”, if available, the user can click on “Add Me To Interested Vendors”. This informs the Buyer that of the pool of interested vendors and provides vendors the opportunity to see if there are collaboration opportunities.

Frequently Asked Questions

Why do vendors use the FedBizOpps Web site?

- It's a one stop shop to find opportunities to work with the federal government across all agencies.
- Many agencies have their own procurement sites, but they all interface with FBO.
- It can be used for research, and developing partnerships with other vendors to collaborate on a bid for a project.

What information will vendors find?

- Descriptions of the business opportunity, including opportunity criteria agency, posting date, contract award date, set aside code, procurement type, location, etc.
- Vendors can download solicitation package and often the technical drawings needed to prepare for the project.

How often should vendors check it?

- If the vendor becomes a Registered User and set up their “My FBO” Web page, the vendor receives a daily “Watch List Notice” email that outlines any changes impacting a notice on the Watch list target list of opportunities.

For more information, please contact:

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