

## 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)

CONTRACT OPPORTUNITY

### GSA Seeking Office Space in Philadelphia, PA (Test Only)

Edit Authenticated Action

#### Header Information

Type *Required*  
Please select a notice type. After this field is saved it cannot be changed.

Presolicitation

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### GSA Seeking Office Space for Lease in Philadelphia - Test 2

Notice ID 2PA4444	Published Date Nov 18, 2020 1:00 pm
Type Presolicitation (Original)	Response Date Nov 18, 2020 04:00 pm EST
Office PBS R3 OFFICE OF LEASING	Inactive Date Dec 3, 2020

Published

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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

- Header Information
- Award Details
- General Information
- Classification
- Description
- Attachments/Links
- Contact Information

Type *Required*  
Please select a notice type. After this field is saved it cannot be changed.

Solicitation

Related Notice  
A Notice Type must be selected before a Related Notice can be selected. To select a Related Notice, begin entering a previously published notice ID or notice name, and then select the specific Related Notice. Note: Selecting a Related [more](#)

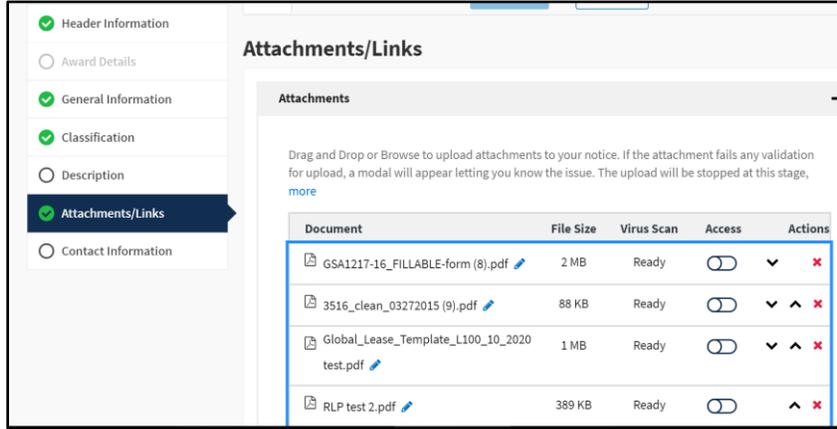
2PA4444 - GSA Seeking Office Space for Lease in Philadelj

Title *Required*  
Brief title description of services, supplies, or project required by the posting agency. Note: 256 character limit.

GSA Seeking Office Space for Lease in Philadelphia - Test 2

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**Note 3:** Click through the application and upload RLP package exhibits under “Attachments/Links.”



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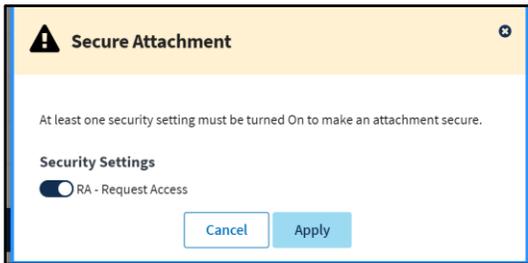
**Note 4:** Be sure to include all RLP package components/exhibits, including applicable offer forms.

Document	File Size	Virus Scan	Access	Actions
RLP test 2.pdf	389 KB	Ready	<input type="checkbox"/>	⌵ ⌴ ✖
Global_Lease_Template_L100_10_2020 test.pdf	1 MB	Ready	<input type="checkbox"/>	⌵ ⌴ ⬆ ✖
Sensitive special requirements.pdf	87 KB	Ready	<input checked="" type="checkbox"/> RA	⌵ ⌴ ⬆ ✖
3516_clean_03272015 (9).pdf	88 KB	Ready	<input type="checkbox"/>	⌵ ⌴ ⬆ ✖
GSA Form 3517B_Rev_10_2020.pdf	373 KB	Ready	<input type="checkbox"/>	⌵ ⌴ ⬆ ✖
Global_ProposaltoLeaseSpace_Form 1364_10_18 (14).docx	57 KB	Ready	<input type="checkbox"/>	⌵ ⌴ ⬆ ✖
GSA1217-16_FILLABLE-form (8).pdf	2 MB	Ready	<input type="checkbox"/>	⌵ ⌴ ⬆ ✖
FAR 52.204-24 Representation_Rev_10_2020.docx	34 KB	Ready	<input type="checkbox"/>	⌵ ⌴ ⬆ ✖

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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.**



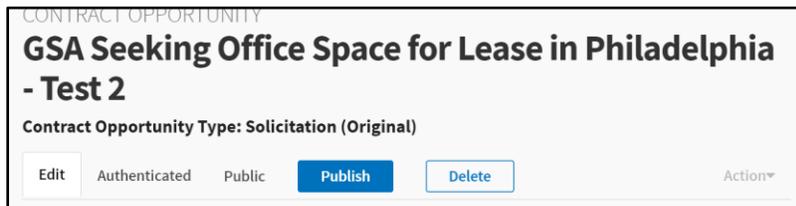
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Method 2: Alternatively, upload generic “Sensitive Information Template” (Attachment 3 of this Leasing Alert) which directs viewer to request the sensitive information directly from the LCO or his/her designee. If using this method, there is no need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

Document	File Size	Virus Scan	Access	Actions
RLP test 2.pdf	389 KB	Ready	<input type="checkbox"/>	▼ ⓧ
Global_Lease_Template_L100_10_2020 test.pdf	1 MB	Ready	<input type="checkbox"/>	▼ ▲ ⓧ
Sensitive special requirements.pdf	87 KB	Ready	<input type="checkbox"/>	▼ ▲ ⓧ

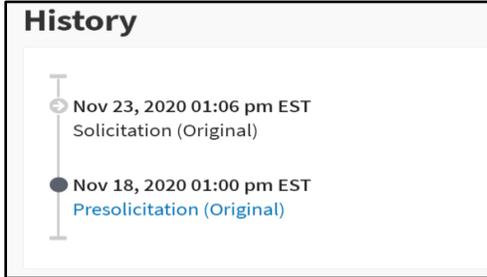
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Note 6: Hit publish when ready to post the RLP package.

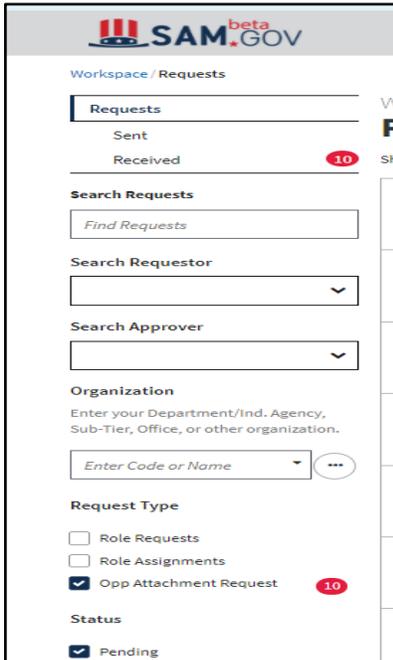


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Note 7: The solicitation/RLP is now published and linked to the original presolicitation notice.



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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.

WORKSPACE Pending

## Request Access

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**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

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

Cancel Reject Approve