



Guide to using FedBizOpps (FBO) to find Sources Sought Notices

Step 1: Set up a username on FedBizOpps

Setting up a username on FedBizOpps allows the user to customize their FBO experience and receive the exact results they want. TargetGov recommends that each person using FBO have their own username instead of one name shared by the entire company.

To set up a username, click on the “Register Now” button in the Vendors/Citizens box on FBO’s homepage.

A screenshot of the FBO website's "Vendors / Citizens" registration page. The page has a light green background. At the top, it says "Vendors / Citizens" in green. Below that, it says "Vendors and citizens may search, monitor, and retrieve opportunities." There are two input fields: "Username" and "Password". To the right of the "Username" field, there is a link "Find Opportunities" and a note "No login is required to view opportunities." To the right of the "Password" field, there is a link "Register Now" which is highlighted with a red box, and two other links: "Password Reminder" and "Recovery FAQs". At the bottom left, there is a "Login" button.

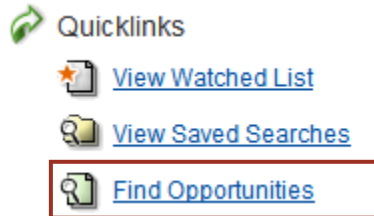
Then follow the directions on the subsequent pages.

Once you have the username set up, login using this box whenever you are on the FBO website.

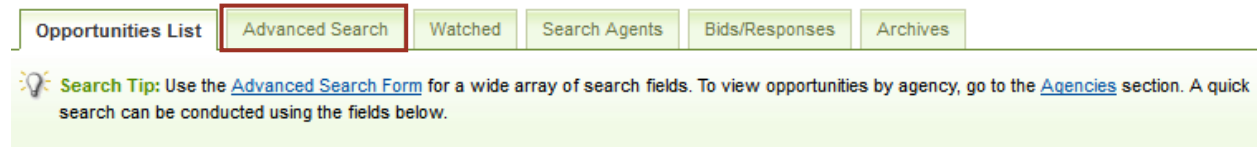
Step 2: Using Advanced Searches

FedBizOpps is used by many agencies to advertise upcoming opportunities, revisions to contracts, events, and various other bits of information that may or may not be useful to any given firm. Because of this, it is important to utilize “Advanced Searches.”

To access Advanced Searches, click on “Find Opportunities” from the My FBO page (you land on this page after logging in).



After selecting “Find Opportunities” a list of all opportunities posted in the last 90 days will appear. From here, you must select “Advanced Search” from the tabs across the top.



An Advanced Search allows you to determine the criteria by which opportunities show up in an FBO Search.

Step 3: Finding Sources Sought Notices

There are many kinds of opportunities that can be found on FedBizOpps, but let's focus on Sources Sought Notices first. In the Advanced Search Tab, you'll want to set the Posted Date on the opportunities to be within the last 30 days. This is because of the high turnaround time on Sources Sought Notices, and sorting by the last 30 days will bring up the most relevant opportunities.

Posted Date:

Next, set the Opportunity/Procurement Type by checking the "Sources Sought" box.

Opportunity/Procurement Type:

<input type="checkbox"/> Presolicitation	<input type="checkbox"/> Combined Synopsis/Solicitation	<input checked="" type="checkbox"/> Sources Sought
<input type="checkbox"/> Modification/Amendment/Cancel	<input type="checkbox"/> Sale of Surplus Property	<input type="checkbox"/> Special Notice
<input type="checkbox"/> Foreign Government Standard	<input type="checkbox"/> Award Notice	<input type="checkbox"/> Justification and Approval (J&A)
<input type="checkbox"/> Intent to Bundle Requirements (DoD-Funded)	<input type="checkbox"/> Fair Opportunity / Limited Sources Justification	

From here, you can decide how to best filter out the results you want. You can choose to filter by Keywords, NAICS Codes, or Classification Codes*. We recommend filtering by the NAICS Codes your company currently has on its SAM Profile.

NAICS Code:
Use the search box to find NAICS Codes and mark one or more checkboxes to add to your selection.
Note: Changing your search criteria does not remove items from your selection.

<input type="checkbox"/> 111 -- Crop Production	<input type="text" value="search here"/>
<input type="checkbox"/> 111110 -- Soybean Farming	
<input type="checkbox"/> 111120 -- Oilseed (except Soybean) Farming	
<input type="checkbox"/> 111130 -- Dry Pea and Bean Farming	
<input type="checkbox"/> 111140 -- Wheat Farming	
<input type="checkbox"/> 111150 -- Corn Farming	
<input type="checkbox"/> 111160 -- Rice Farming	
<input type="checkbox"/> 111191 -- Oilseed and Grain Combination Farming	
<input type="checkbox"/> 111199 -- All Other Grain Farming	
0 of 1353 selected [show selected] [show all]	

*Classification Codes are used by FBO and provide a broad range of product and service types.

After you have selected the desired parameters for your Sources Sought Notices, select the "Search" button at the bottom of the page.

Step 4: Saving Searches

You have run your search and can see the Sources Sought Notices that are filtered by your chosen criteria. However, if you were to leave this page the search would be gone forever, requiring you to go back through and select the same options. If you are satisfied with the results of your search, we recommend saving it to your FBO Profile. This will enable you to run the search every time you log back in. Select “Save Search Agent” to save a search to your FBO Profile.

 **Search Agents:** Search with one click by saving a Search Agent. Please note: Some advanced search fields are not useable in Search Agents.

Save Search Agent

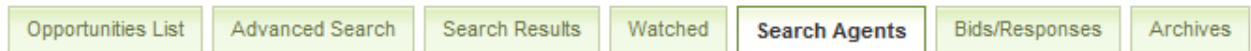
Once a search has been saved you can come back at any time and run, edit, or update the search as you please.

Your Saved Search Agents will appear in the “Search Agents” tab when you search for opportunities.

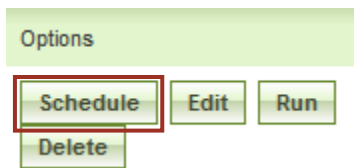
Step 5: Setting up Reoccurring Emails

Now that we have Saved a Search Agent and are able to run the search whenever we want to, we can set it up so that the search will be automatically run and then provide you with the new opportunities that have been posted to FedBizOpps since the last time the search was run. This ensures that every email only shows the latest and most up to date opportunities.

To set up a scheduled search, click on the “Search Agents” tab on the top of the Opportunities page.



Then find the Search Agent you previously saved in the list below, and click on “Schedule.”



Select the period you would like your search to be run (on a daily, weekly, or monthly basis) and how frequent that search is run. Example: To run a search every third day, set the period to “Day” and the Multiple to “3.” To run a search once a week, set the period to “Week” and the Multiple to “1”.