**ELECTRONIC PROPOSAL SUBMISSION**

Offerors shall submit one (1) electronic copy of their offer via the Procurement Integrated Enterprise Environment (PIEE) Solicitation Module before the time and date specified in Block 8 of this SF 1442. **No paper copies, CDROMS, facsimile, or DoD SAFE submissions will be accepted.**

A User ID and Password are required to access PIEE. Offerors are required to self-register as a Vendor or Contractor with the user's CAGE code(s) and must have an active registration in the System for Award Management (SAM) prior to the PIEE registration process.

**1. Instructions for registering in PIEE:**

a. Navigate to htps://piee.eb.mil/
b. Select Register [top right]
c. Select Vendor
d. Create a User ID and Password and follow the prompts [next]
e. Create Security Questions [next]
f. Complete your User Profile Information [next]
g. Complete your Supervisor or Approving Official Information [next]
h. Complete Roles
i. Step 1. Select SOL-Solicitation
ii. Step 2. Select Proposal Manager
iii. Step 3. Click Add Roles
iv. Step 4. Fill in your Location Code (CAGE Code) [next]
i. Provide a justification for your registration [next]
j. Follow the remaining prompts to submit your registration

**2. Instructions for Electronic Proposal Submission in PIEE Solicitation Module:**

a. Log into PIEE and select the Solicitation Icon.
b. Enter search criteria to find the solicitation. (Search Criteria can be the complete solicitation number, Solicitation Open Date, Response Due Date, Product or Service Code, NAICS, Set Aside code, Place of Performance Zip Code, Contracting Office DODAAC, or Status)
c. The search results display. Select the Solicitation Number link to open the solicitation.
d. The solicitation displays. The information is view only.
e. Scroll down to see the Contract Information and Attachments. The Attachments can be viewed by selecting the File link. Scroll back up to the top of the screen and click the Offer tab.
f. Click the Offer tab to Add and review current offers on the Solicitation. Click the Add button to add an offer to the Solicitation.
g. Select the applicable CAGE Code for which submitting the offer for. The list is prefiltered based on the CAGEs in the Proposal Manager's profile.
h. Upload the attachments that comprise the offer by selecting the Choose Files link.
i. After entering all necessary information enter a Signature Date and Click the Signature button.
j. The Sign Document pop-up will be displayed requiring the user to enter a Digital Pin and One Time Password (OTP). Click the Sign and Submit button to continue.
k. After successfully adding the Offer a success message of the submission will be displayed and the offer displayed collapsed. Users may expand and view all their offers on a Solicitation.

**File Size Limitations**: Offerors are advised to follow the above instructions for uploading files. If needed, Offerors are advised to break the files down into smaller sections in order to upload it to the system. In such cases, please divide the sections as logically as possible and be sure to clearly name the files as specified below.

**File Naming Convention**: To ensure your submission is received and processed appropriately, it is important that interested parties CAREFULLY ensure their electronic files adhere to the following naming convention:

• W912QR26QA055_FIRMNAME

Each file name shall begin with the solicitation number followed by the firm's name and a brief file description. Please see examples above. (***NOTE: The PIEE Solicitation Module will replace special characters and spaces in the attachment filename with underscores "_"***)

**File Organization**: Although hard copies are not accepted, each file shall be clearly indexed, and logically assembled. Font size shall be 11 or larger. Pages shall be letter sized (larger page sizes (such as 11x17 fold-outs, etc.) will be counted as two pages. Proposals shall be in a narrative format, organized and titled so that each section of the proposal follows the order and format of the factors. Information presented should be organized so as to pertain to only the evaluation factor in the section that the information is presented. Information pertaining to more than one evaluation factor should be repeated in each section for each factor.

**Upload Completion & Deadline**: Offerors are highly encouraged to become familiar with the PIEE Solicitation module well in advance of the proposal due date. Interested offerors shall submit proposals no later than the date specified on the solicitation document. The time & date of proposal receipt will be the upload completion / delivery time & date recorded within PIEE Solicitation module. Do not assume that electronic submission will occur instantaneously. Large files will take some time to upload. Offerors should time their upload effort with prudence by not waiting until the last few minutes—this will allow for unexpected delays in the transmittal process. Offerors are encouraged to keep a copy of the upload confirmation for their record. Submissions after the deadline will be considered late and will be processed.

**Electronic Files**: Files shall be in their native format (i.e. doc, xls, ppt, etc.), or if in pdf format, shall be in searchable text. Text and graphics portfolios of the electronic copies shall be in a format readable by Microsoft Office or Adobe applications. Data submitted in a spreadsheet format shall be readable by MS Excel (all cells and formulas should be unlocked).

The Government will endeavor to honor the restrictions against release requested by Offerors, to the extent permitted under United States law and regulations.

**For training and help using the PIEE Solicitation module, reference the links below.**

• New User Information and Help: https://piee.eb.mil/xhtml/unauth/help/helpvendors.xhtml
• Vendor Customer Support:
https://piee.eb.mil/xhtml/unauth/web/homepage/vendorCustomerSupport.xhtml