Directions for Responding to a Business Opportunity via the Business Opportunities Website (BOW)

Company must be registered in iSupplier before a response can be submitted to a business opportunity via the BOW.

Types of postings:

Sources Sought:
- NTESS is seeking capable and qualified sources to potentially fulfill a business opportunity.

Request for Quotation (RFQ):
- NTESS is seeking prospective Offerors to submit a quote.

Request for Information (RFI):
- NTESS is seeking information from industry on possible upcoming business opportunities.
Locate Business Opportunities Website

• Navigate to www.sandia.gov.

• From the Sandia home page, click on “Partnerships,” once there, click “Prospective Suppliers.”

• From the dropdown, click “Opportunities.”

• Click “View Business Opportunities.”

• Toward the top right hand side of the page, click “Login.”

• Login with your iSupplier credentials.
E-Business Suite

- Click on the Navigator tool, select “SNL iSupplier Portal for Suppliers: Select “Home.”

- Select “Sandia Business Opportunities.”
- Select the ID number for the opportunity you wish to submit a response.

<table>
<thead>
<tr>
<th>Id</th>
<th>NAICS</th>
<th>Posting Type</th>
<th>Posting Title</th>
<th>Max Value</th>
<th>Posted</th>
<th>Posting Close</th>
<th>Competition Type</th>
</tr>
</thead>
</table>

- Select “Respond.”

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**Opportunity Details Page**

- Back
- Respond
- Ask Question

This section displays details about this opportunity.

- **Id**: 851
- **Posting Type**: RFQ
- **Posting Published**: 25-Mar-2019
- **Posting Close**: 21-Apr-2019 11:52
- **Current Time (Albuquerque NM)**: 09-Apr-2019 09:53
- **Estimated Award**: 05-Apr-2019
• Fill in all three required contact information fields.

• For both the Contact Email and Address Name fields, click the magnifying glass and a pop-up window will open. Ensure the search box at the top is blank, click “Go.”
  o Select the applicable point of contact or location. Click “Select.”

• Click “Next” when all three required fields are populated.
• Select the applicable business classification in relation to the NAICS code business size standard.

• Select “Next.”
- Complete each business opportunity requirement with an appropriate response. There is a 4,000 character limit for each requirement.

- **RFQ only: provide quote in this section.**

- Click “Next” when each requirement has a response.
• This is the final step in submitting a response. Once submitted, response cannot be edited. Review entire response including opportunity requirements, business classification information and contact information on this page.

• Click “Back to Step” if an update needs to be made.

• Click “Submit Response” when finalized.

• Response has now been submitted, an email confirmation will be sent shortly.
How to Ask a Question

• If you have a question regarding the business opportunity, click “Ask Question.”

• Select appropriate contact email by clicking the magnifying glass. Ensure the search box is empty, and click “Go.” Select appropriate email.
• Type your question in the question box, click “Send Question.”