
Electronic Bid Solicitations Workshop

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Introduction

Introduction

The Electronic Bid Solicitations (EBS) project began in September 1995. HQUSACE tasked the Tri-Service CADD/GIS Technology Center (Center) with developing a method to issue electronic bid solicitations.

A working group consisting of Corps, Airforce, Navy and the Center was put together. The group selected five pilot projects. The projects were of different types and sizes. Solicitations on CDs were prepared for these pilot projects. The five pilot projects realized savings of 80% as compared to issuing solicitations on paper.

Several Corps Districts (Omaha, Ft. Worth, Mobile, and Sacramento) and one Navy site (Southwest Division in San Diego) began issuing solicitations on CD and advertising them on the web.

HQUSACE has issued a mandate to all Corps Districts to issue electronic solicitations for all projects. NAVFAC and AFCEE have also adopted EBS.

Final Product Overview

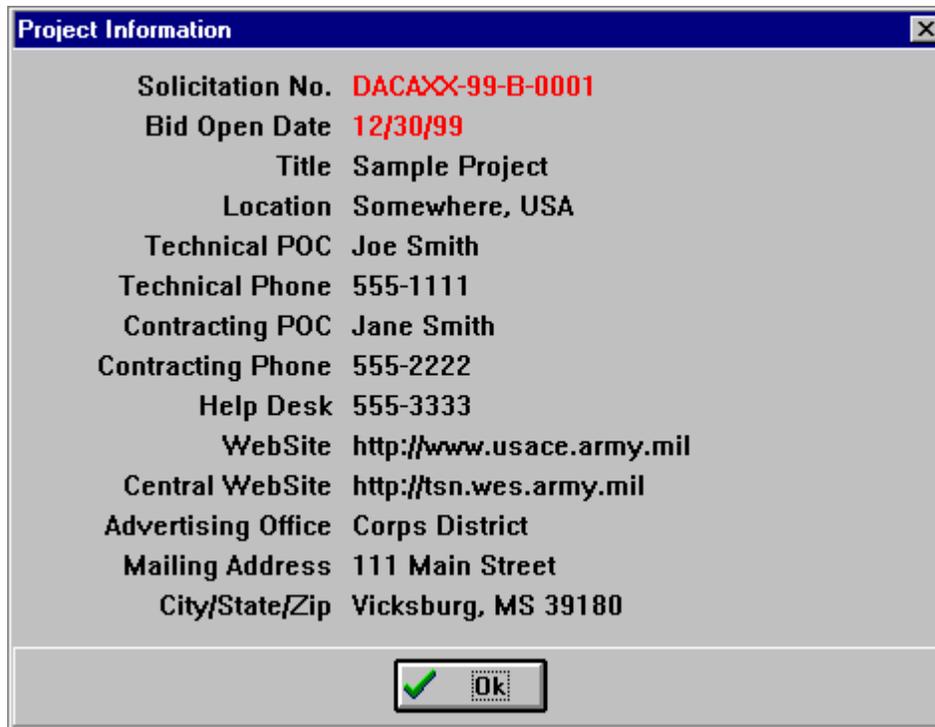
Final Product Overview

- ❖ Autorun feature of Windows 95/98/NT automatically starts the Contract Viewer.
- ❖ Viewers needed to view the solicitation files are provided on the CD.
- ❖ No software needs to be installed.



Final Product Overview

- ◆ The opening message box displays Solicitation information.



The image shows a screenshot of a 'Project Information' dialog box. The dialog box has a title bar with the text 'Project Information' and a close button (X). The main area contains the following information:

Solicitation No.	DACAXX-99-B-0001
Bid Open Date	12/30/99
Title	Sample Project
Location	Somewhere, USA
Technical POC	Joe Smith
Technical Phone	555-1111
Contracting POC	Jane Smith
Contracting Phone	555-2222
Help Desk	555-3333
WebSite	http://www.usace.army.mil
Central WebSite	http://tsn.wes.army.mil
Advertising Office	Corps District
Mailing Address	111 Main Street
City/State/Zip	Vicksburg, MS 39180

At the bottom of the dialog box, there is a button with a green checkmark icon and the text 'Ok'.

Final Product Overview

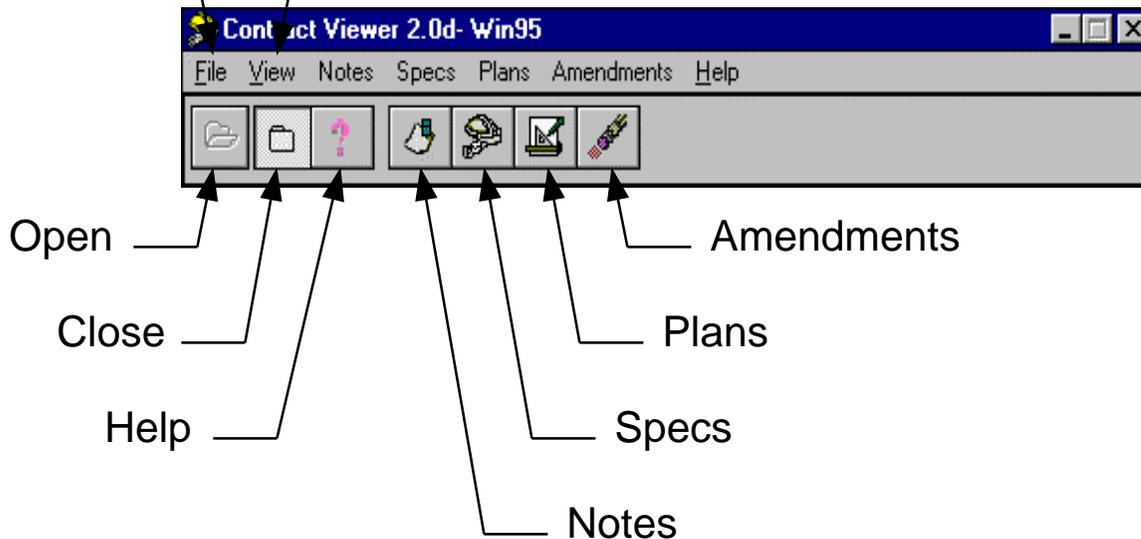
- ◆ The Contract Viewer program.

File Menu

Open
Close
Installs
Exit

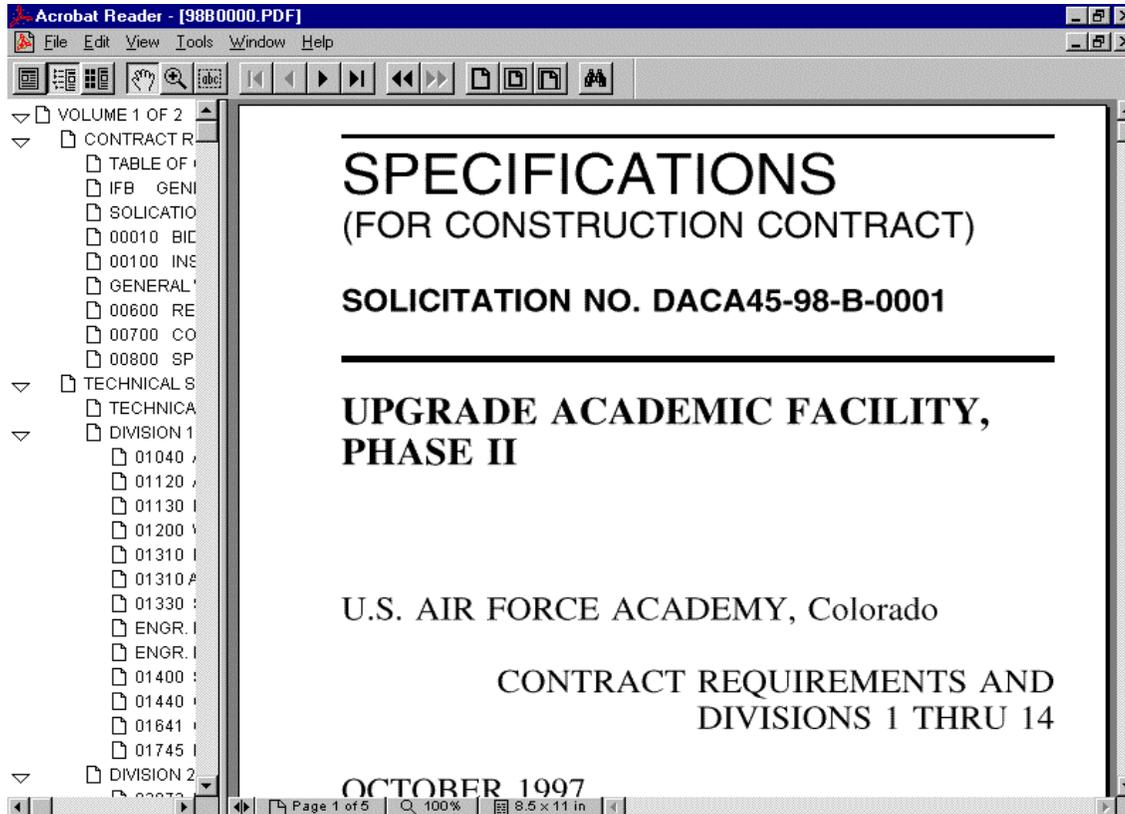
View Menu

Project Info
Button Bar
Use CD Viewers
Always On Top



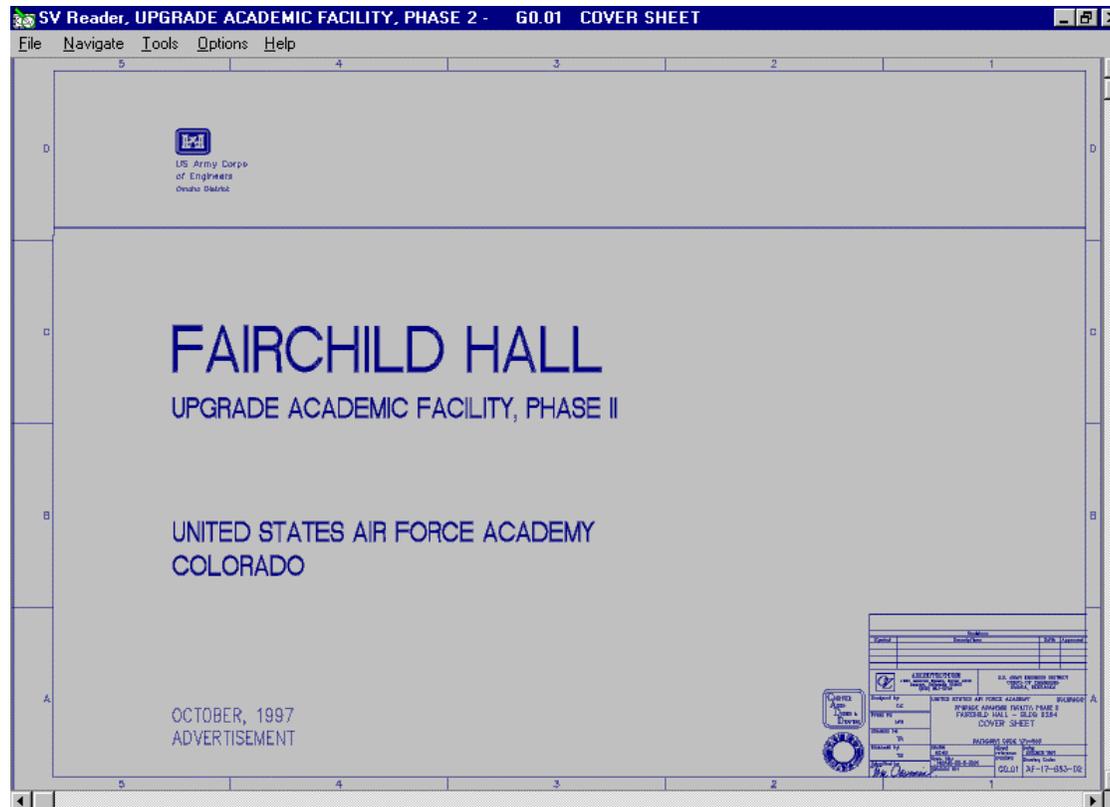
Final Product Overview

- Clicking on the Specifications Button  produces:



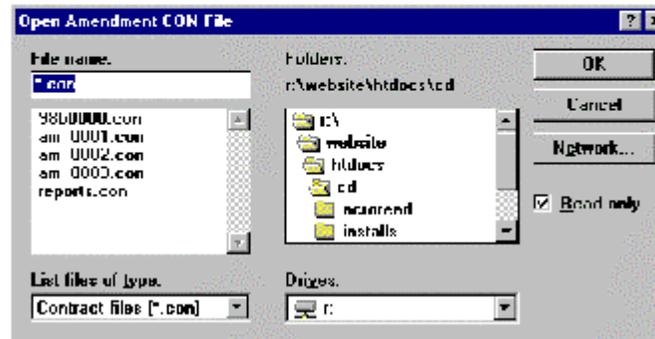
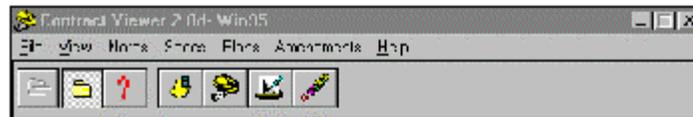
Final Product Overview

- Clicking on the Drawing Button  produces:



Final Product Overview

- ◆ The Amendment Button will open an Amendment CON file.



Final Product Overview

- ◆ The Amendment Button allows users to open an Amendment CON file and shows items added for each amendment.



Hardware and Software

Hardware and Software

- ❖ MINIMUM HARDWARE REQUIREMENTS
FOR A COMPLETED ELECTRONIC BID SOLICITATION (EBS):
 - ❖ Any computer that will run Windows 95/98/NT is capable of running a completed EBS CD or Web application.
 - ❖ CD-Writer
 - ❖ CD-Publisher Optional

Hardware and Software

- ◆ SOFTWARE REQUIREMENTS FOR SPECIFICATION PERSONNEL:
 - ◆ Acrobat Exchange (Adobe)
 - ◆ Acrobat Reader (Adobe)
 - ◆ Acrobuilt (Government)
 - ◆ ASCII Editor such as NotePad

Hardware & Software

- ❖ SOFTWARE REQUIREMENTS FOR CONTRACTING PERSONNEL:
 - ❖ Contract Viewer (Government)
 - ❖ Acrobat Exchange (Adobe)
 - ❖ Acrobat Reader (Adobe)
 - ❖ Acrobuid (Government)
 - ❖ ASCII Editor (i.e. NotePad)

Hardware & Software

- ❖ SOFTWARE REQUIREMENTS FOR MICROSTATION PERSONNEL:
 - ❖ Iplot Client (Intergraph)
 - ❖ Iplot Server (Intergraph)
 - ❖ Raster Offline Driver (Intergraph)
 - ❖ SourceView Author (Momentum Systems)
 - ❖ SvdGen (Government)
 - ❖ ASCII Editor (i.e. NotePad)

Hardware & Software

- ◆ SOFTWARE REQUIREMENTS FOR AUTOCAD PERSONNEL:
 - ◆ AutoCAD R14
 - ◆ CALS Raster ADI 4.3 Printer Driver

Hardware & Software

- ◆ ALTERNATE\OPTIONAL SOFTWARE AND HARDWARE
 - ◆ Small format scanner
 - ★ Allows hardcopies to be scanned directly into Adobe Acrobat
 - ◆ Larger format scanner
 - ★ Allows drawings to be scanned to CAL files
 - ★ Usually a service for approximately \$1-\$2 per 28x40 sheet
 - ◆ Ghostscript
 - ★ Print to a Postscript file. Ghostscript is then used to convert the Postscript file to CAL file

Legal Issues

Legal Issues

- ◆ GAO PROTEST
- ◆ Contractor argued:
 - ◇ In violation of CICA (Competition in Contracting Act)
 - ◇ Unreasonable to require contractor to have a computer
 - ◇ Government will not warrant what printing company gives contractor
 - ◇ Printing would not be consistent

Legal Issues

- ◆ Government argued & GAO agreed
 - ◇ CICA has not been violated because adequate competition can be obtained
 - ◇ Computers are readily available to be purchased
 - ◇ Government stands behind what is on the CD
 - ◇ Printing is consistent because of the use of raster files

Advertisement

Advertisement

- ❖ The Commerce Business Daily (CBD) is mandated by the Federal Acquisition Regulation (FAR). All contract actions over \$100,000 must be advertised in this publication. The CBD is available for viewing over the Internet for free. It also provides links to the responsible procuring activity for further project information. The CBD is available at: <http://cbdnet.access.gpo.gov>
- ❖ The Internet is the advertising vehicle of the future. The current use of the Internet is limited based on the ability of the contracting community to access the files. This includes contracting personnel and contractors.
- ❖ All activities mail pre-solicitation notices to prospective bidders who are small businesses. Even with expanded use of the Internet, this is still a mandatory requirement.

The CAL File

The CAL File

- ◆ What Is a CALS ?
 - ◆ Continuous Acquisition and Life-Cycle Support (CALS)
 - ◆ Large Organization that is dedicated to the longevity of electronic data.
 - ◆ Longevity of electronic data is a huge problem
 - ◆ For potential problems read “Whoops, there goes another CD-ROM”, U.S. News & World Report, Feb 16, 1998.

The CAL File

- ◆ What Is a CALS file?
 - ◆ CALS Type 1 with CCITT Group 4 compression format.
 - ◆ File is a binary (1-bit) raster image.
 - ◆ Does not support color.
 - ◆ CALS output is much faster than other raster formats such as HP-RTL and CCRF.
 - ◆ Resulting CAL files are typically smaller than corresponding vector image.
 - ◆ CALS files used need to be at least 300 dpi Dots Per Inch.
 - ◆ For detailed format visit: www-cals.itsi.disa.mil

The CAL File

- ◆ Why use a CALS format?
 - ◆ Very widely used, making it more likely that you will be able to view or print the file in the future.
 - ◆ AutoCAD files prior to release 11 may present significant problems, if later releases of AutoCAD are being used.
 - ◆ WordStar, do you remember?
 - ◆ 5¼ floppies, do you have any laying around your office?
 - ◆ If so, do you actually have a 5¼ drive to read them?

The CAL File

- ◆ Viewing CALS Files
 - ◆ SourceView - From Momentum Systems Limited
 - ◆ OnCenter - Oncenter
 - ◆ IRASB - Intergraph
 - ◆ Slick Ver 4.0
 - ◆ MicroStation Raster Reference File.
 - ◆ Other Raster Viewers

The CAL File

- ◆ Printing CALS Files

- ◆ Many plotters accept the CALS language directly. For instance, after a plot file has been generated with this driver, a DOS command can be issued to copy it to the plotter. Example: "COPY TEST.PLT LPT1 /B"

The CAL File

- ◆ Partial list of plotters which support "CAL S Type 1 with CCITT Group 4 compression":
 - ◆ CALCOMP plotters including:
 - ◆ SOLUS 4 - (Set CALS DPI to 400 for correct scale)
 - ◆ Drawing Master 600/800
 - ◆ Techjet Designer 720 - (Must have latest Firmware updates)
 - ◆ Techjet GT
 - ◆ OCE plotters: All Models
 - ◆ JDL plotters: All models - (May require firmware/bios update)
 - ◆ ENCAD plotters: Most models
 - ◆ XEROX: 8830 & 8855
 - ◆ HP: NONE support CALS

Creating CAL Files in MicroStation

Creating CAL Files in MicroStation

- ◆ Methods of Creating .CAL Files
 - ◆ Print to Postscript then use Ghostscript to convert to .cal
 - ◆ Intergraph's InterPlot Raster Offline Driver Pack. Used with Iplot and Aplot.

Creating CAL Files in MicroStation

- ◆ Postscript Driver and Ghostscript
 - ◆ From MicroStation use the print command with a postscript printer selected
 - ◆ Take these files and batch run them in Ghostscript.
- ◆ Ghostscript is public domain software. It can be obtained from Momentum Systems SourceView or downloaded from the Momentum System Web page.
 - ◆ This method is slow, 2-5 min per drawing unless you have a PC with more than 32 MB RAM.

Creating CAL Files in MicroStation

- ◆ InterPlot Raster Offline Driver Pack
 - ◆ For MicroStation use Iplot Server for Win NT and Iplot Client
 - ◆ For AutoCAD use Aplot Professional on the server and Aplot Professional on the client.

Creating CAL Files in MicroStation

- ◆ Using the Raster Offline Driver Pack with MicroStation
 - ◆ Windows NT x Workstation or Server can be used as the plot server.
 - ◆ Iplotserv 7 or higher and the Raster Offline Driver Pack must be loaded on the plot server. Set up a cal queue on the NT Print Server.
 - ◆ Iplot Client 7 or higher must be loaded on the client (Win NT, 95, 3.1, or CLIX UNIX)
 - ◆ Iplot 8 or higher for Win NT or 95 has the Iplot organizer to batch plot drawings, Iplot 7.x does not.

Creating CAL Files in MicroStation

IPlot Server Configuration

- 1) Load Windows NT Server on the plot server.
- 2) Load Iplot server or the Aplot Professional dependent on which CADD system the you are using.
NOTE: Only AcadR13_c4 will work with the Aplot Professional.
- 3) Load the Intergraph Raster Offline-line Driver.
- 4) Reboot the Plot Server

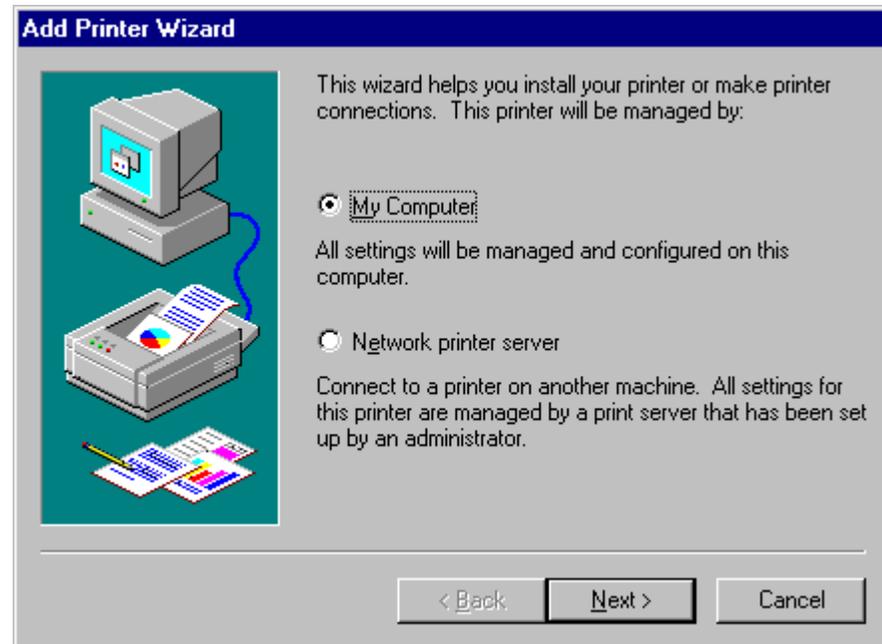
Creating CAL Files in MicroStation

IPlot Server Configuration

5) Go to Start | Settings | Printers

6) Select Add Printer

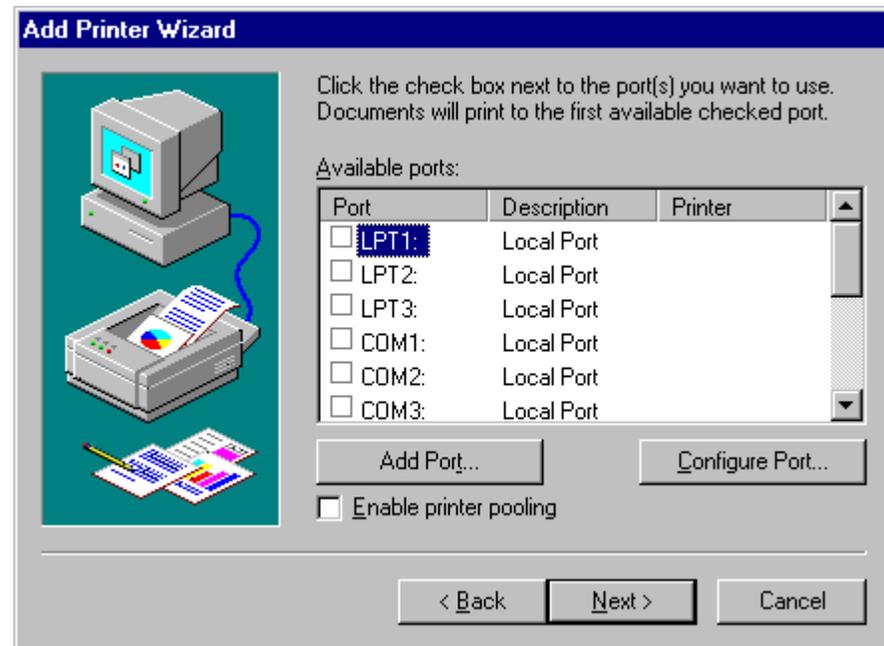
7) Select My Computer and press Next



Creating CAL Files in MicroStation

IPlot Server Configuration

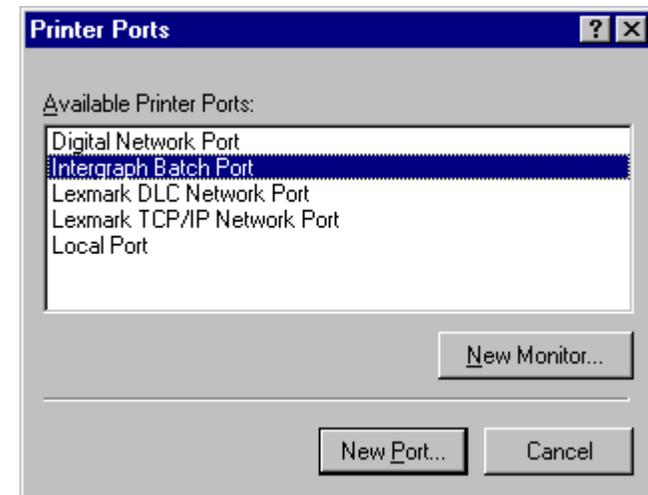
8) Select Add Port



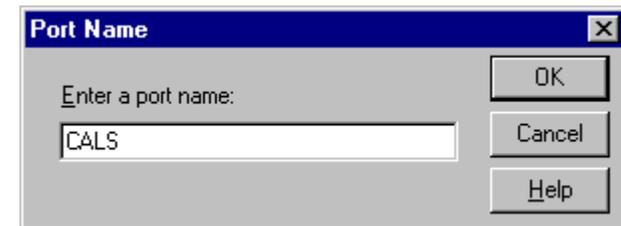
Creating CAL Files in MicroStation

IPlot Server Configuration

9) Select Intergraph Batch Port and press New Port



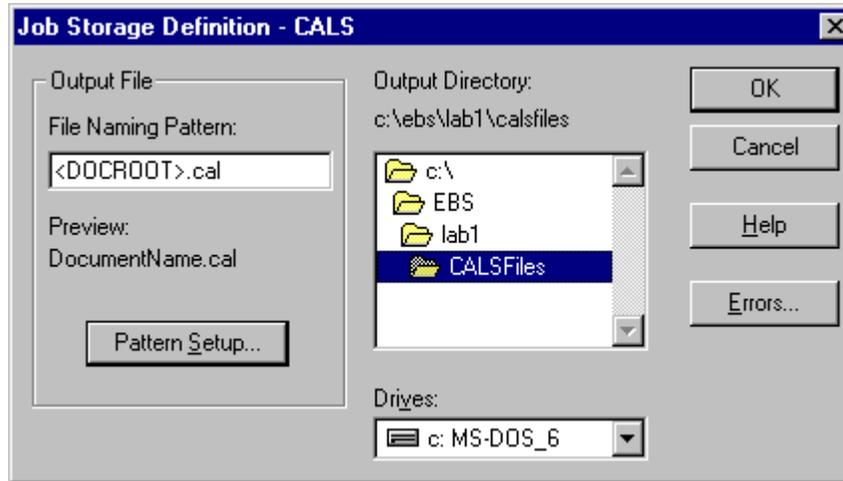
10) Enter port name and press OK



Creating CAL Files in MicroStation

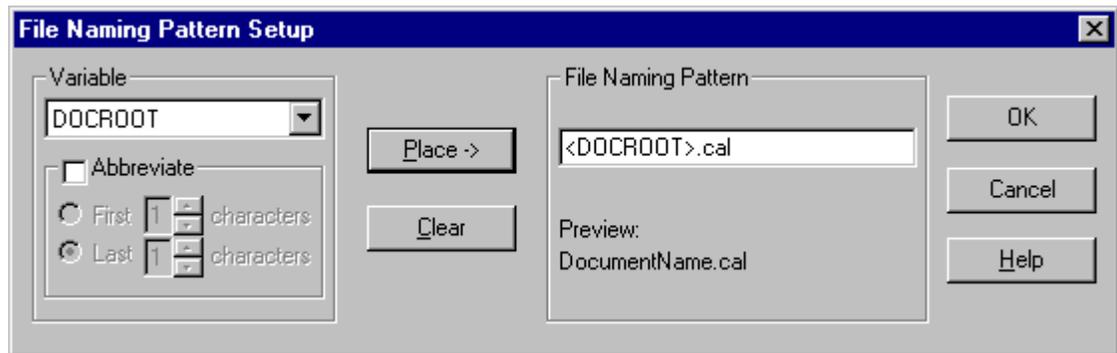
IPlot Server Configuration

11) Select Output Directory



12) Pick DOCROOT under Variable and Hit Place

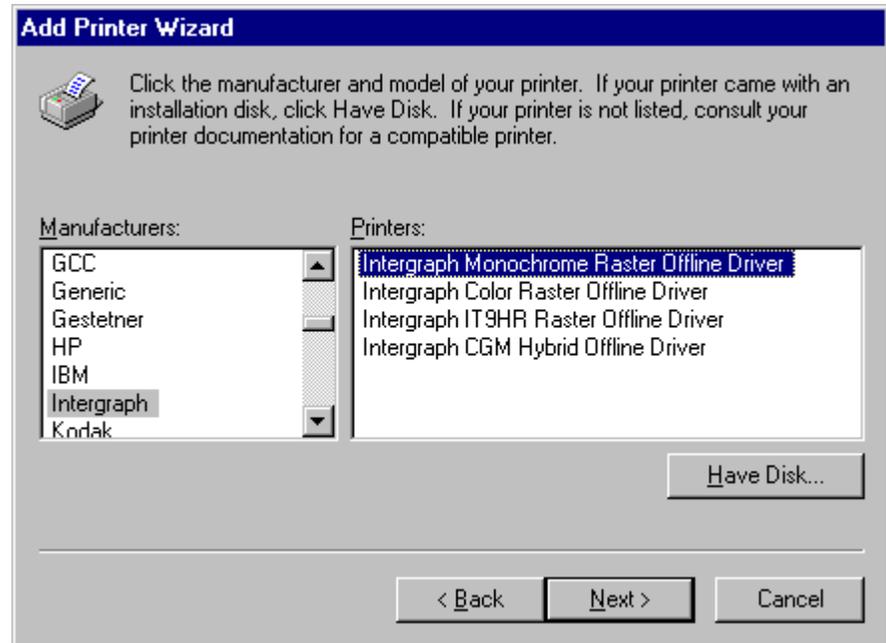
13) Add Extension (.cal) and Press OK. The File Naming Dialog box disappears. Press OK on Job Storage and Close the Add Port dialog



Creating CAL Files in MicroStation

IPlot Server Configuration

- 14) Press Next. Select the Intergraph Monochrome Raster Online Driver and press Next



Creating CAL Files in MicroStation

IPlot Server Configuration

15) Select “Keep existing Driver” and press Next.



Creating CAL Files in MicroStation

IPlot Server Configuration

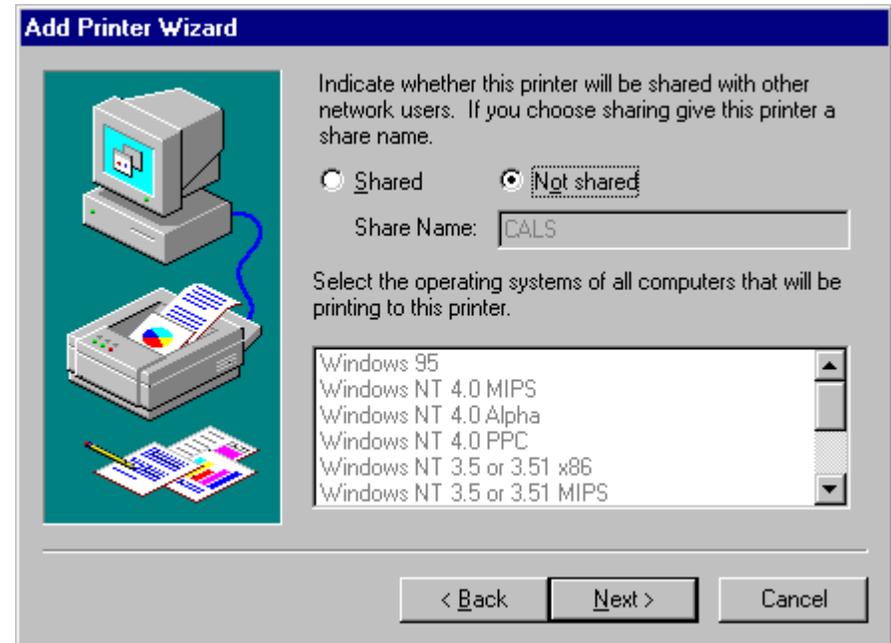
16) Key-in Printer Name and press Next.



Creating CAL Files in MicroStation

IPlot Server Configuration

17) For this class select Not Shared and press Next. At your Office you would want to Select Shared and press Next.



Creating CAL Files in MicroStation

IPlot Server Configuration

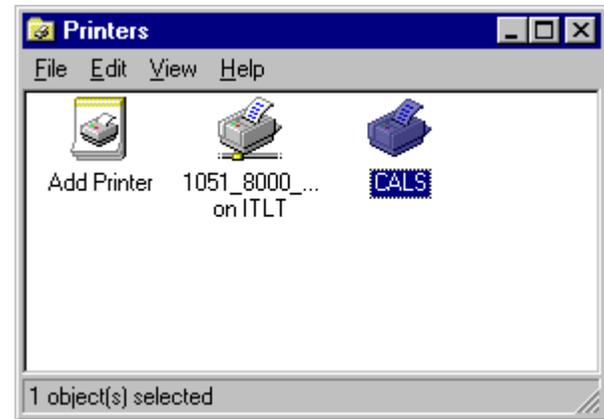
18) Select No and press finish.



Creating CAL Files in MicroStation

IPlot Server Configuration

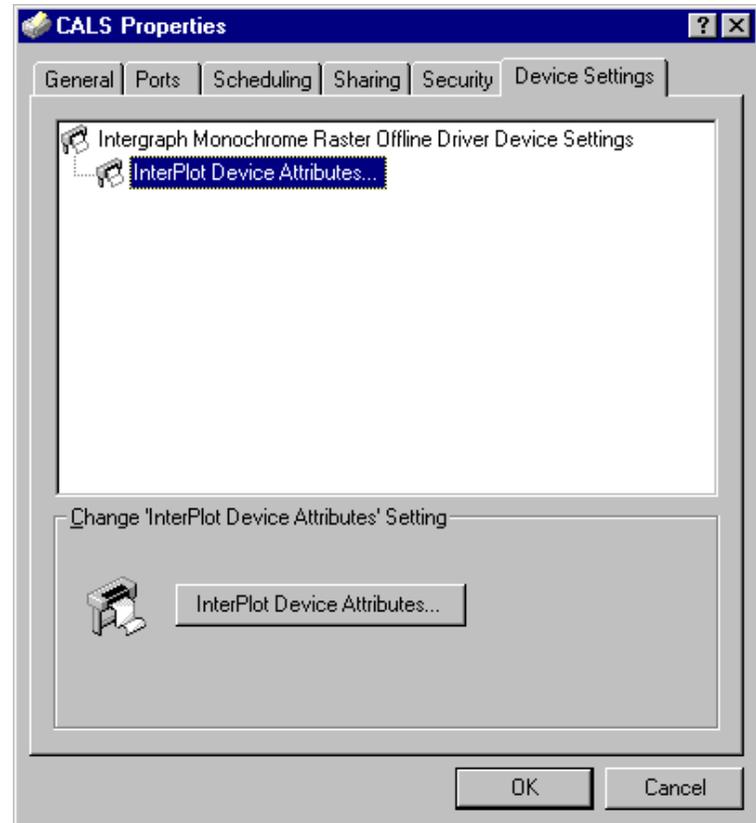
19) Select your CALS printer and go
File | Properties.



Creating CAL Files in MicroStation

IPlot Server Configuration

- 20) Select the Device Settings tab and double click on the InterPlot Device Attributes.



Creating CAL Files in MicroStation

IPlot Server Configuration

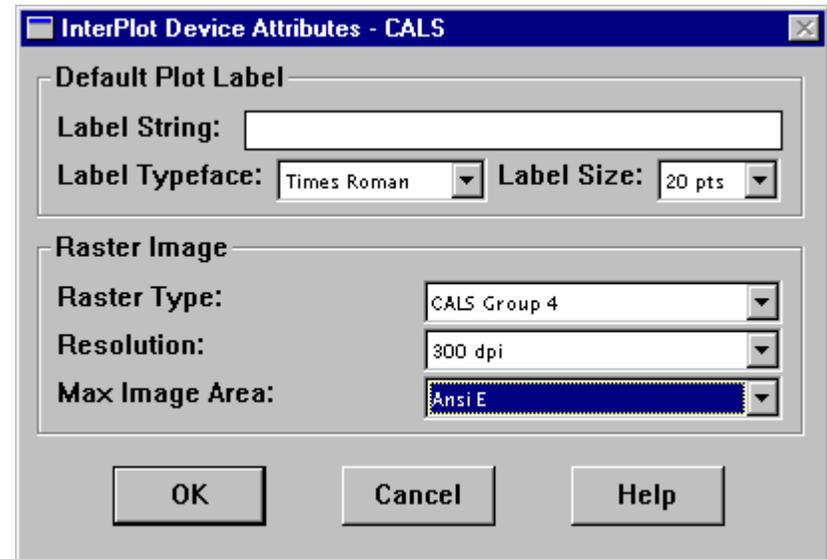
21) Set the following:

Raster Type: Cals Group 4

Resolutions: 300 dpi

Max Image Area: Ansi E

Then Press OK. This takes you back to the properties dialog, Press OK again.



Creating CAL Files in MicroStation

IPlot Server Configuration

22) Go to Start | Settings | Printers

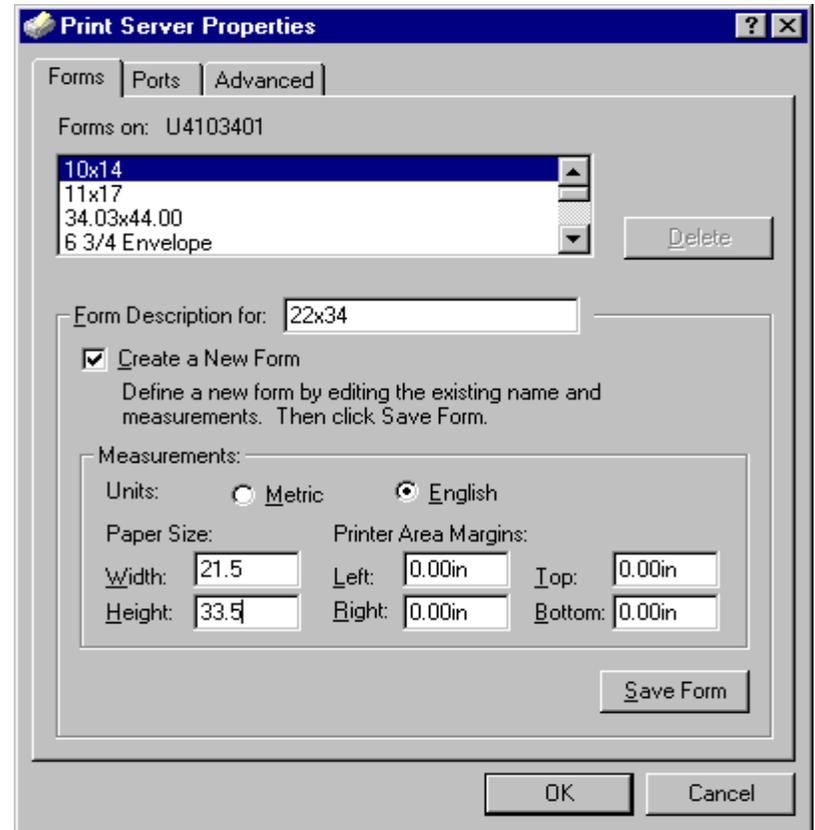
23) File | Server Properties

24) Select Create a New Form

25) Keyin the form name 22x34

26) Set to width to 21.5 and the Height to 33.5.

27) Press Save Form, then OK.

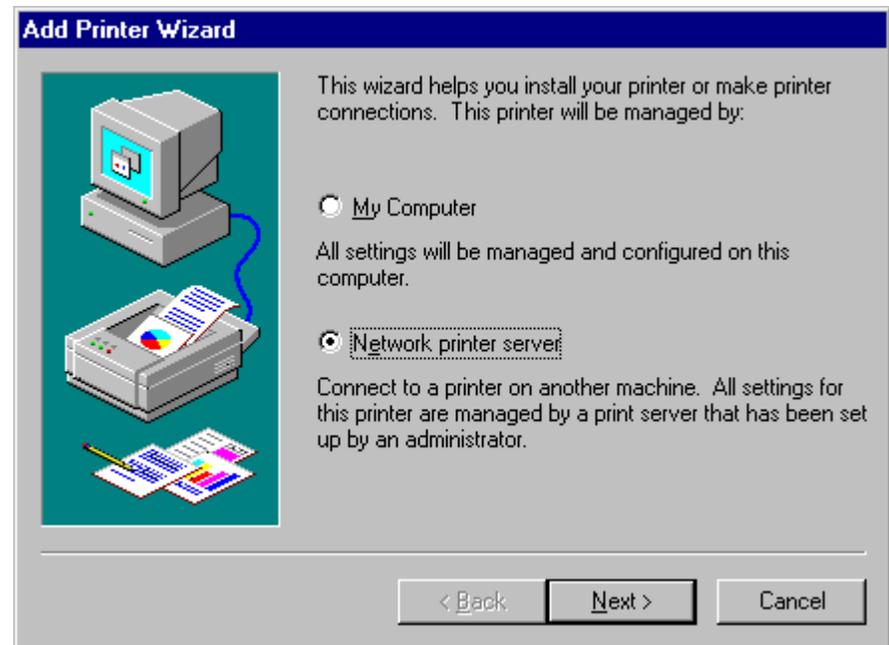


Creating CAL Files in MicroStation

IPlot Client Configuration

- 1) Go to Start | Settings | Printers
- 2) Select Add Printer
- 3) Select Network printer and press Next
- 4) Browse the your network until you find the CALS printer.

NOTE: These steps are not required in class. The printer added in class is a local printer.



Creating CAL Files in MicroStation

IPlot Client Configuration

Iplot is used with MicroStation. Two files are normally used to configure the Client machine. They are not necessary, but they can greatly enhance plot production. The files are a pentable and a settings file. The pentable is used for character substitution and modifying the appearance of plots. The settings file is used to set printer specific Iplot defaults. The settings file has to have the same name as the printer. In this class the settings file name is CALS.SET. Both these files are simple ASCII files.

Creating CAL Files in MicroStation

IPlot Client Configuration

Typical Pentable (ex:mphs.pen):

```
! This section is for filing in title block information
! on a standard border sheet.
IF (CHARACTER .EQ. '$FILE$*') THEN
  CHARACTER = dgnspec
ELSE IF (CHARACTER .EQ. '$COLORTABLE$*') THEN
  CHARACTER = IP_COLOR_TABLE
ELSE IF (CHARACTER .EQ. '$DATE$*') THEN
  CHARACTER = DATE
ELSE IF (CHARACTER .EQ. '$SCALE$*') THEN
  CHARACTER = IP_SCALE
ELSE IF (CHARACTER .EQ. '$PLOTTEDBY$*') THEN
  CHARACTER = USERNAME
ELSE IF (CHARACTER .EQ. '$PENTABLE$*') THEN
  CHARACTER = IP_PEN_TABLE
ELSE IF (CHARACTER .EQ. '$FEATURETABLE$*') THEN
  CHARACTER = IP_FEATURE_TABLE
ELSE IF (characters == '$RASTERNAME$*') THEN
  envr_variable = "QPR_REQNAME"
  characters = envr_value
ENDIF
! This section removes the plot shapes from the plot image,
! if the users accidentally had it displayed when plotting.
IF ((type == 6) && (level .IN. 1,6) && (color == 16) && (style == 6) && (weight == 0)) THEN
  ignore_element = true
ENDIF
```

Creating CAL Files in MicroStation

IPlot Client Configuration

Typical settings (ex:cals.set)

```
-area = all_shapes  
-area_levels = 1  
-area_colors = 16  
-area_weights = 0  
-area_styles = 6  
paper_size = 22x34  
-align_x  
-maximize  
-rotation=0  
color_table = bw.ctb  
pen_table = mphs.pen
```

Creating CAL Files in MicroStation

Aplot is used with only Acadr13_c4, and there a couple of files that are needed to plot to the plot server. After the installation of Aplot you need to set up a set file and a pen table. The set file is located in the Aplot settings directory and should look this:

```
-paper_size="ANSI E"  
-pen_table=d:\pen\ahalf.pen  
-dwg_area=extents  
-color_table=d:\win32app\ingr\aplot\misc\bwtable.col  
-rotation=0  
-xsize=40
```

The paper_size is the sheet size of the paper. The pen_table is the pen thickness' that generated when I plot my Cadd file. The dwg_area=extents is used when you want to batch plot to scale using Aplot Organizer in which we will talk about it later. The settings file must have the same name as your print queue. Example: I have a printer queue called cals so my set file is called cals.set.

Creating CAL Files in MicroStation

Your pen file should look something like this:

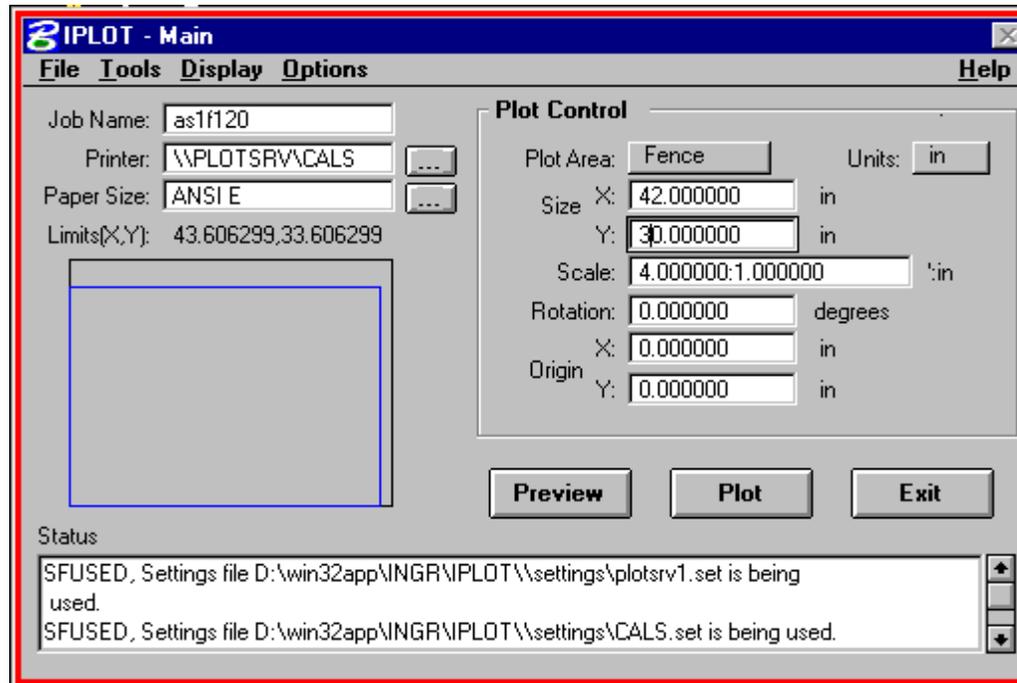
```
units = mm
if (width < .630)
then

switch (color)
  case 1 ?
    plot_width = .200
  case 2 ?
    plot_width = .500
  case 3 ?
    plot_width = .300
  case 4 ?
    plot_width = .500
  case 5 ?
    plot_width = .400
  case 6 ?
    plot_width = .500
  case 7 ?
    plot_width = .630
  case 8 ?
  default ?
    plot_width = .200
endswitch
endif
```

Your pen file must have .pen extension and put in a directory that you created on your workstation. You are now ready to plot Cadd files from your workstation using Aplot.

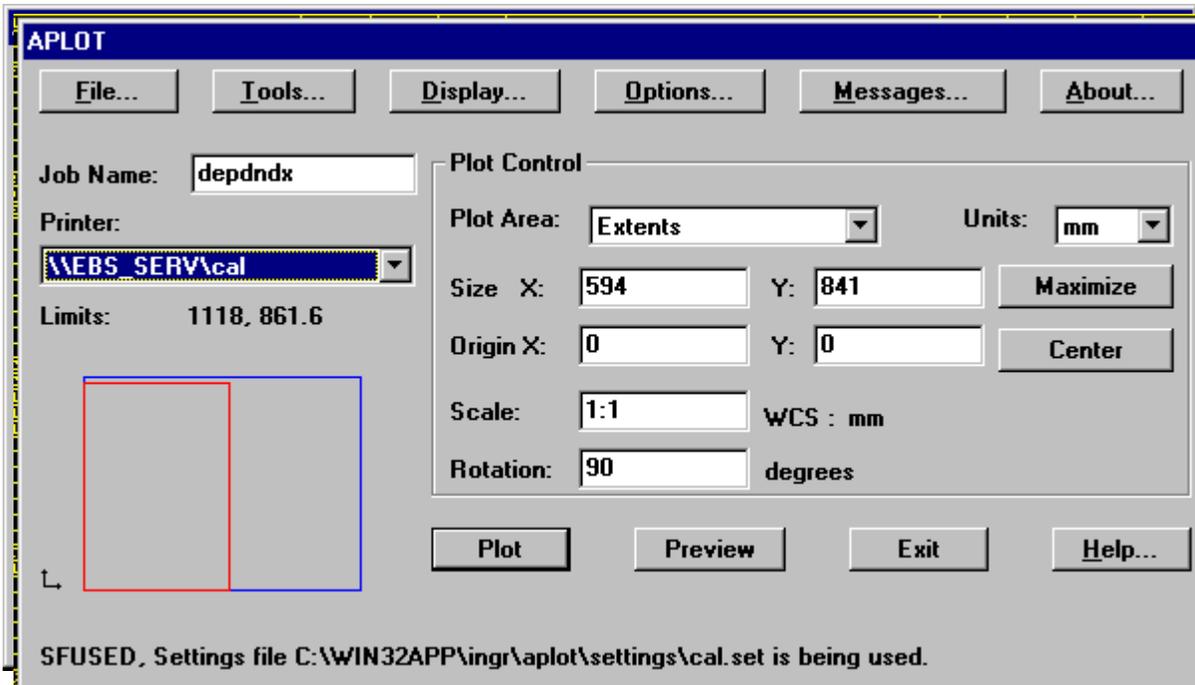
Creating CAL Files in MicroStation

There are two ways you can submit plots. The first way is individual, in which you will bring up your Cadd file and start Aplot or Iplot in whichever Cadd System that you are using. Your Iplot dialog box should look like this.



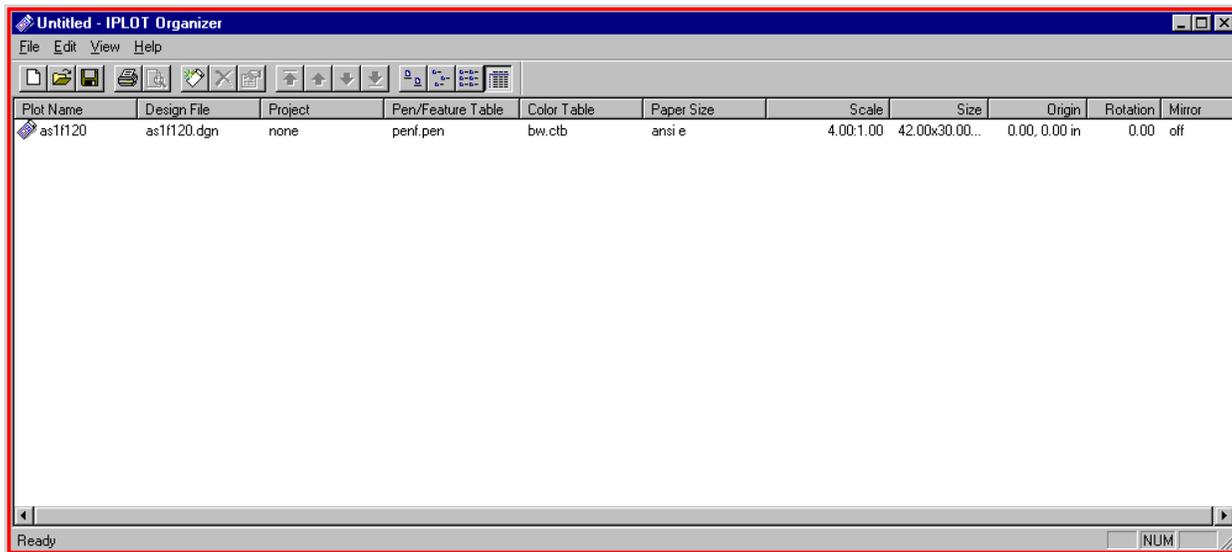
Creating CAL Files in MicroStation

Your Aplot Dialog box should look like this:



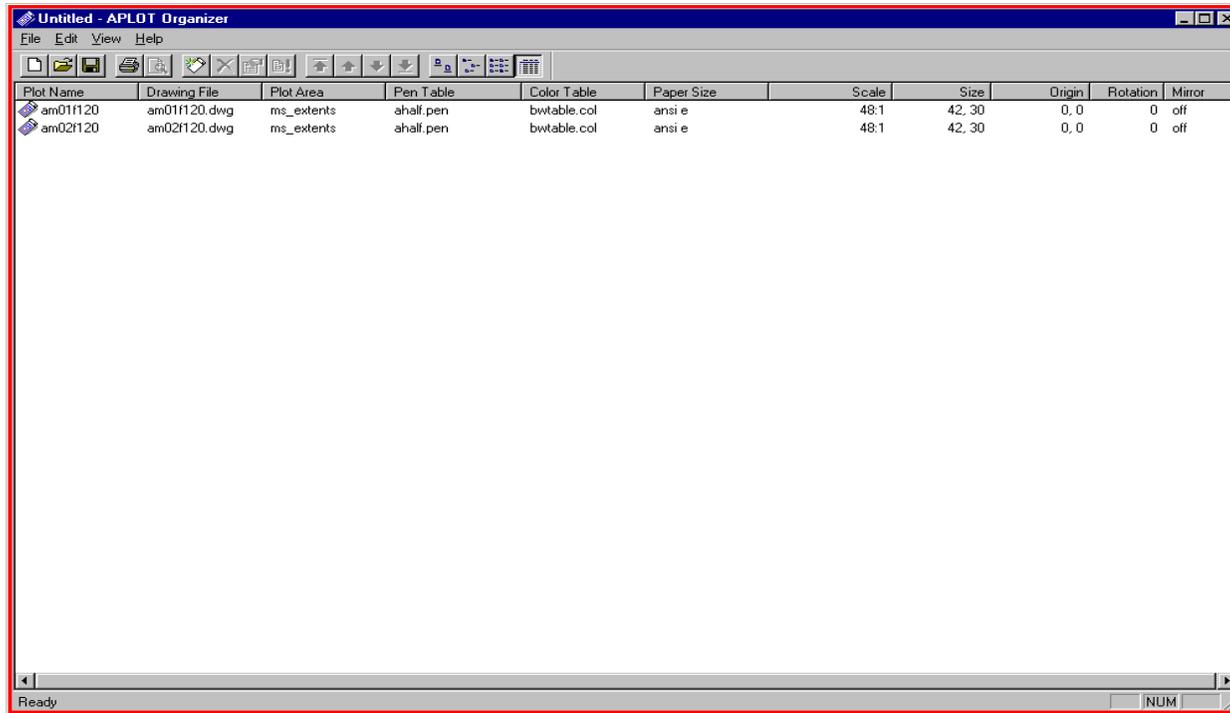
Creating CAL Files in MicroStation

The second way to plot is to use your Iplot or Aplot Organizer. Your Iplot Organizer should look like this:



Creating CAL Files in MicroStation

Your Aplot Organizer should look like this:



It is necessary to have your setting files set up correctly so your plot files will plot to scale using Iplot or Aplot Organizer. Notice above at the scale in your Iplot or Aplot organizer. This is the correct scale for the plot files.

Creating CAL Files in MicroStation

- ◆ **Creating the SourceView Index File**
 - ◆ **Store all the .cal files in a solicitation drawings directory on your server, then use SourceView Author to Index the files/drawings. The class .cal files should be put in [localDrive]\ebs\lab1\calsfiles**
 - ◆ **After the files have been indexed, the .svd file is saved as sendable, or compiled into an encrypted .svd file that can be put on the CD or sent to anyone and viewed using the svreader.exe file.**
 - ◆ **The svreader, svreader.exe is sent with the .cal files and the .svd index file.**
 - ◆ **The fastest and easiest way to create the .svd index file is to use SvdGenerator program and a text editor (notepad, write or wordpad) to create the file in the attached format before saving the file as sendable.**

Creating CAL Files in MicroStation

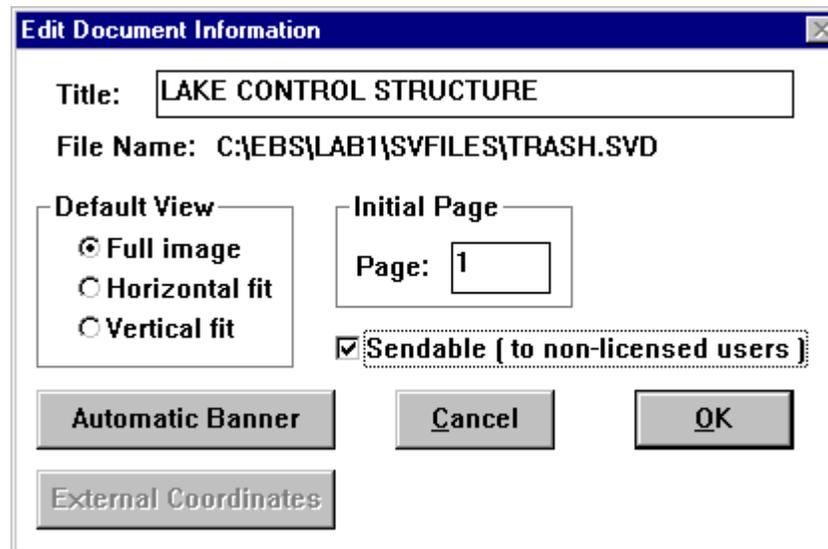
- ◆ Creating the SourceView Index File
 - ◆ Once all your files are in ...\.calfiles directory execute the SvdGenerator. Then use an ASCII file editor such as notepad to complete any necessary changes to the .svd file.

 - ◆ **SVDOC;VER3.20 Replace Military Family Housing Phase IV, Tyndall AFB, Florida**
 - ◆ **G01a0578.CAL G01 - Cover**
 - ◆ **G02a0578.CAL G02 - Index of Drawings**
 - ◆ **C01a0578.CAL C01 - Location and Vicinity Map**
 - ◆ **C02a0578.CAL C02 - Existing Site Plan**
 - ◆ **C03a0578.CAL C03 - Overall Site Plan**
 - ◆ **;endofblock**

Creating CAL Files in MicroStation

Making .SVD File Sendable

- 1) Execute SourceView Author and select File | Open. Then browse the directory structure until your Index.svd file is found.
- 2) Select Author | Edit Document Information. Check the Sendable box and press OK. Your files are ready to be check.



Creating CAL Files in MicroStation

- ◆ QC the Index with svreader
 - ◆ After the .cal files have been created and Indexed, check the following:
 - ◆ The Scale of the .cal files. Measure the width or depth of the .cal drawing file or from the sourceView menu bar select Help > System Information and read the Size of the drawing in Inches.
 - ◆ Does the correct drawing come up from each line in the .svd index file?
 - ◆ Click on each drawing.

Creating CAL Files in MicroStation

LAB 1

- 1) Create a CALS printer.
- 2) Create a 22x34 form.
- 3) Plot the files in C:\ebs\lab1\dgn or C:\ebs\lab1\dwg.
AutoCad CALS files will be put in the same directory as the DWG.
MicroStation CALS files will be put in C:\ebs\lab1\calsfiles\
- 4) Create an SVD file and make it sendable.
- 5) Execute the Source view reader and check the files.

Creating CAL files in AutoCAD R14

Creating CAL Files in AutoCAD R14

- ◆ AutoCAD R14 CALS Raster ADI 4.3 Printer Driver (version 1.01) by Autodesk.
Free utility from Autodesk to plot CALS files from AutoCAD R14
- ◆ Where to get it
Download from
 - ◆ <http://tsn.wes.army.mil>
 - ◆ <http://www.autodesk.com/support/autocad/drive14.htm>

Comes as a ZIP file named r14cals.zip

Creating CAL Files in AutoCAD R14

- ◆ Installation

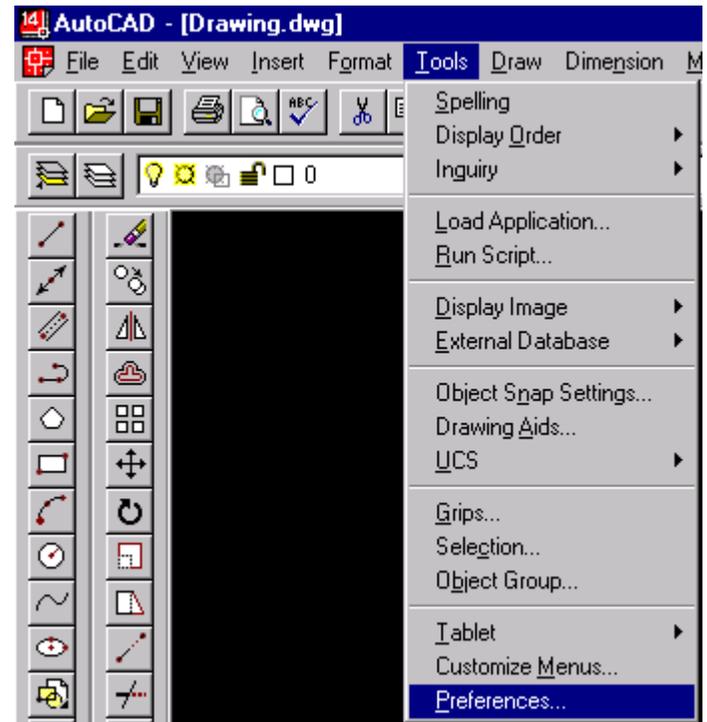
Unzip the r14cals.zip file with WinZip or similar utility

- ◆ Configuration

Copy the PLCALS.DLL into the directory
\\Program Files\\AutoCAD R14\\DRV

Open AutoCAD

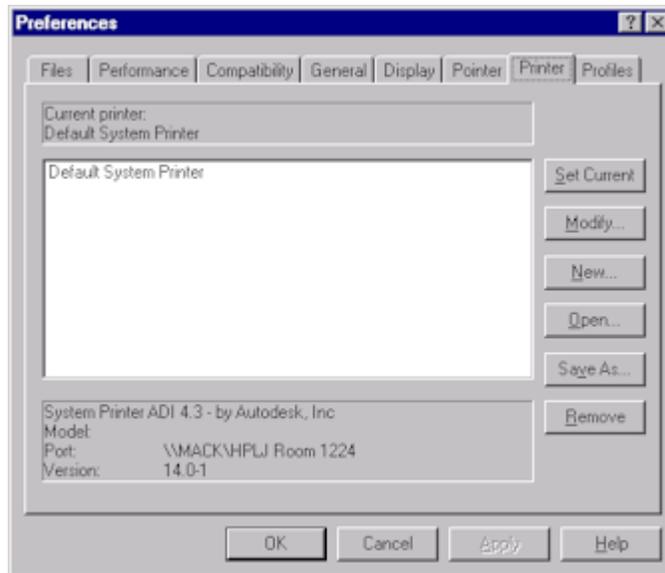
Click on **Tools, Preferences...**



Creating CAL Files in AutoCAD R14

- ◆ Configuration continued

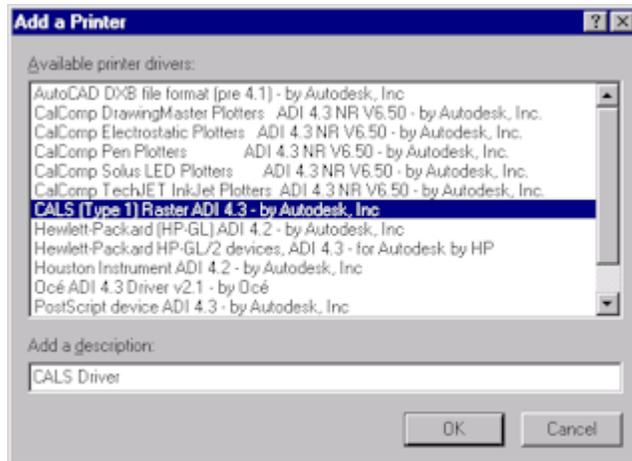
In the **Preferences** dialog box select the **Printer** tab



In the **Printer** dialog box click on **New...**

Creating CAL Files in AutoCAD R14

◆ Configuration continued

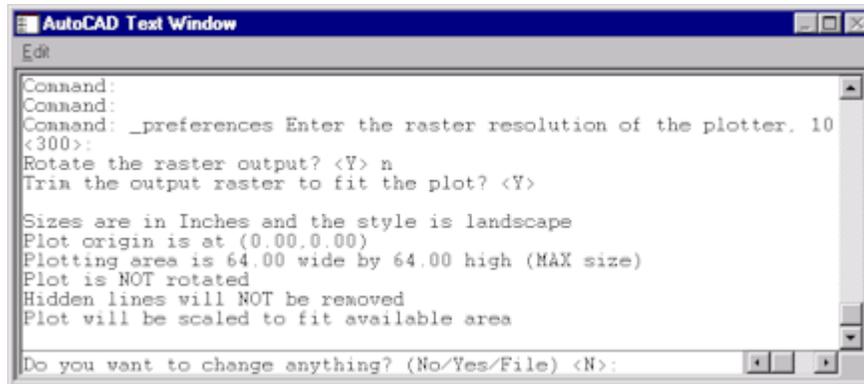


In the **Add a Printer** dialog box select
CAL S (Type 1) Raster ADI 4.3 - by Autodesk, Inc.

In the **Add a Description** field type **CAL S Driver** and click on **OK**

Creating CAL Files in AutoCAD R14

◆ Configuration continued



```
AutoCAD Text Window
Edit
Command:
Command:
Command: _preferences Enter the raster resolution of the plotter. 10
<300>:
Rotate the raster output? <Y> n
Trim the output raster to fit the plot? <Y>
Sizes are in Inches and the style is landscape
Plot origin is at (0.00,0.00)
Plotting area is 64.00 wide by 64.00 high (MAX size)
Plot is NOT rotated
Hidden lines will NOT be removed
Plot will be scaled to fit available area
Do you want to change anything? (No/Yes/File) <N>:
```

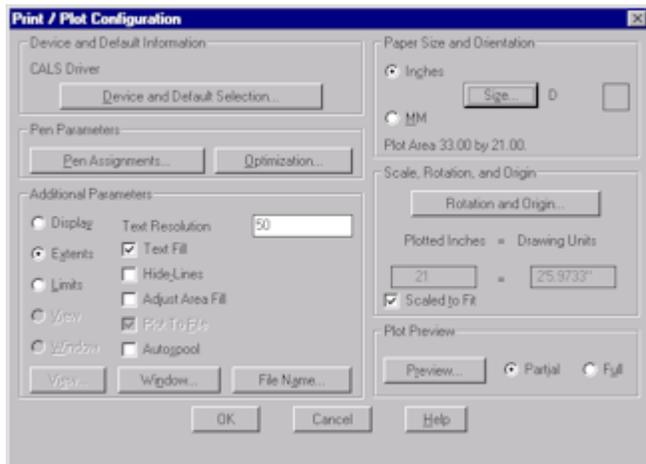
In the **AutoCAD Text Window** press **Enter** to accept the default resolution <300>. Type **n** when asked if you want to rotate the raster output. Press **Enter** to accept the default values for the rest of the options.

In the **Preferences** dialog box click on **OK** to finish.

The CALS Raster Printer Driver is now installed.

Creating CAL Files in AutoCAD R14

- ◆ Creating a Single CAL File
 - Open a drawing in AutoCAD
 - ◆ Click on **File, Open...** (or the Open icon)
 - ◆ In the **Select File** dialog box find the drawing and click on **Open**
 - Click on **File, Print...** (or the Print icon)



In the **Print/Plot Configuration** dialog box click on the **Device and Default Selection...** button

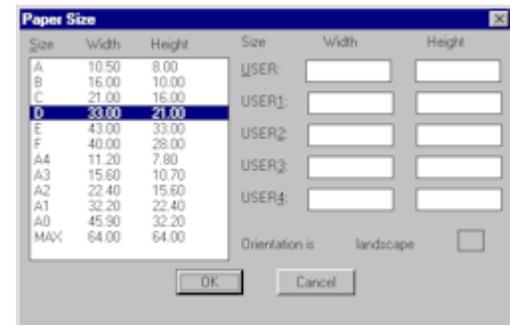
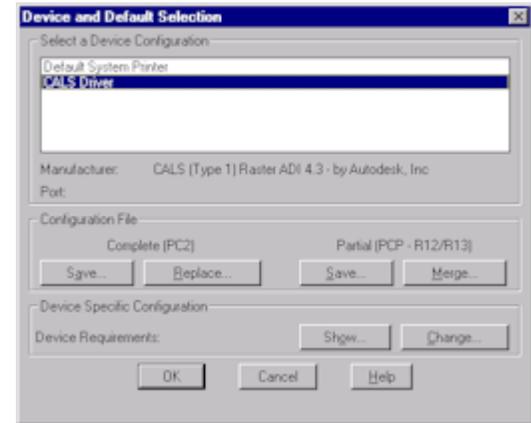
Creating CAL Files in AutoCAD R14

- ◆ Creating a Single CAL File continued
In the **Device and Default Selection** dialog box select the **CALS Driver** and click **OK**

In the **Print/Plot Configuration** dialog box under **Additional Parameters** select **Extents** click on the **File Name...** button

In the **Create Plot File** dialog box select a directory for the CAL file and click on **Save**

In the **Print/Plot Configuration** dialog box click on the **Size...** button and select a size. Click **OK**



Creating CAL Files in AutoCAD R14

- ◆ Creating a Single CAL File continued

In the **Print/Plot Configuration** dialog box click **OK** to create the CAL file

The CAL file should now be created in the directory specified above.

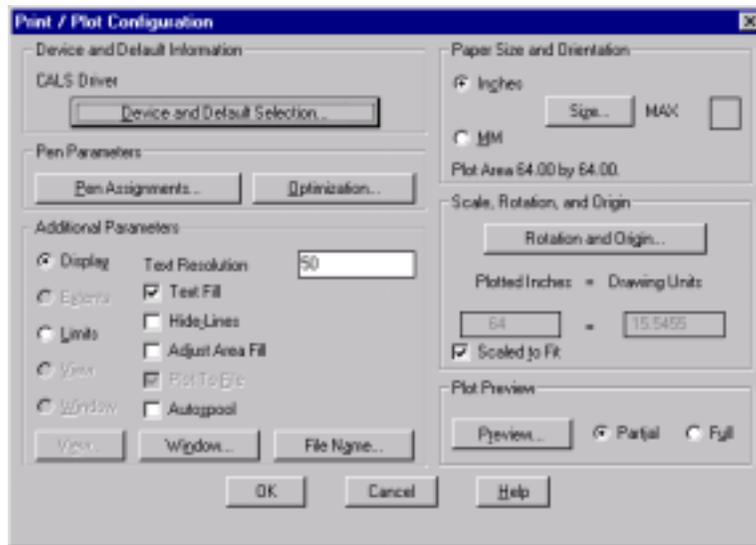
Note: Pen Assignments also need to be set

Creating CAL Files in AutoCAD R14

◆ Creating Multiple CAL Files

AutoCAD comes with a Batch Plot Utility for plotting multiple files. This utility can be used to create multiple CAL files.

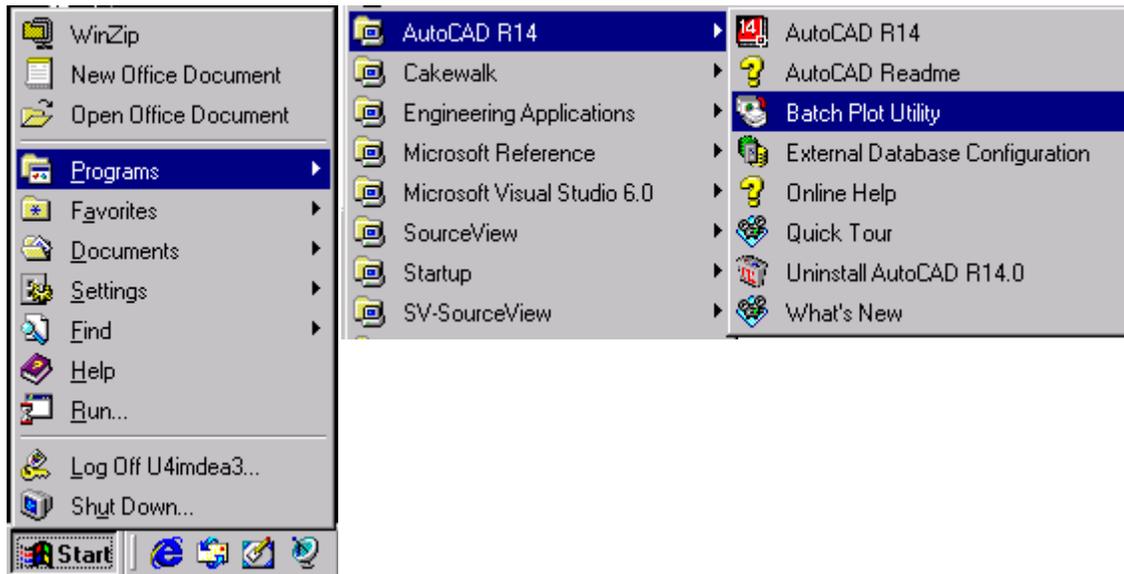
Before using the utility to create CAL files, the CALS Driver must be selected as the Default Device in AutoCAD



Creating CAL Files in AutoCAD R14

- ◆ Creating Multiple CAL Files continued

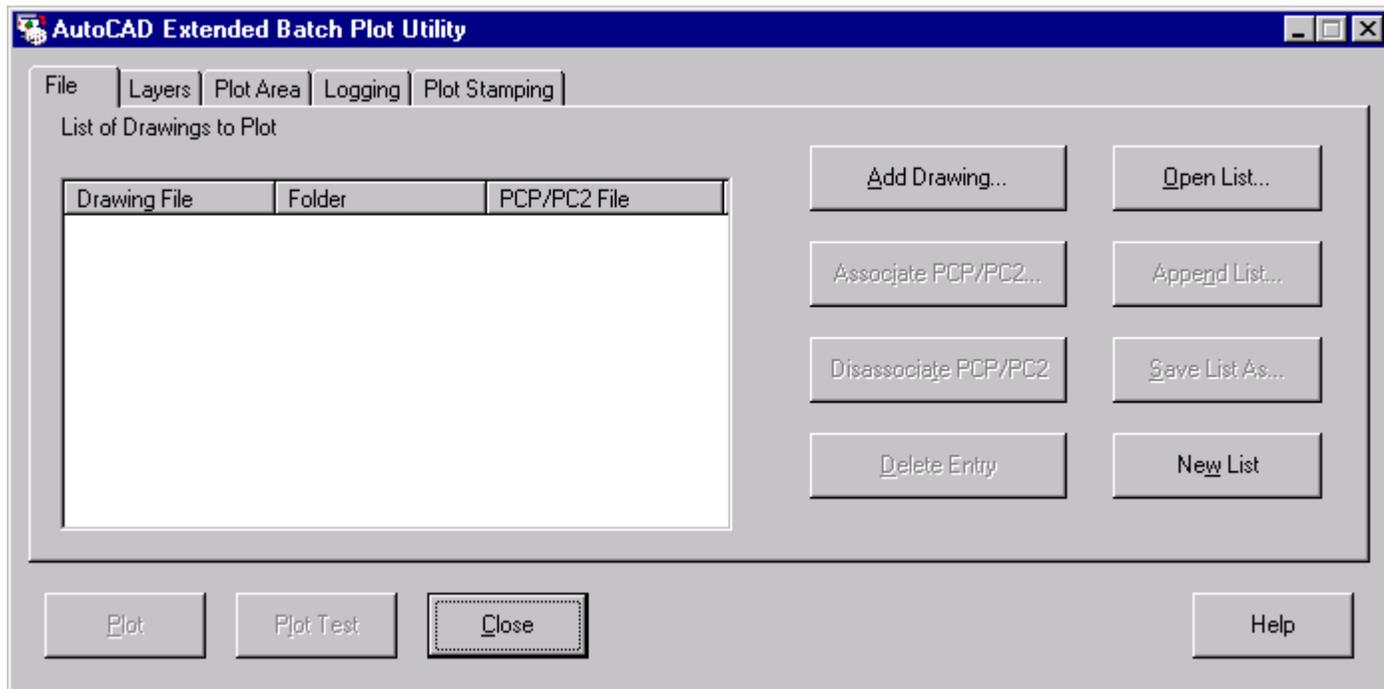
The Batch Plot Utility is started from the system not from AutoCAD
Click **Start, Programs, AutoCAD R14, Batch Plot Utility**.



Creating CAL Files in AutoCAD R14

- ◆ Creating Multiple CAL Files continued

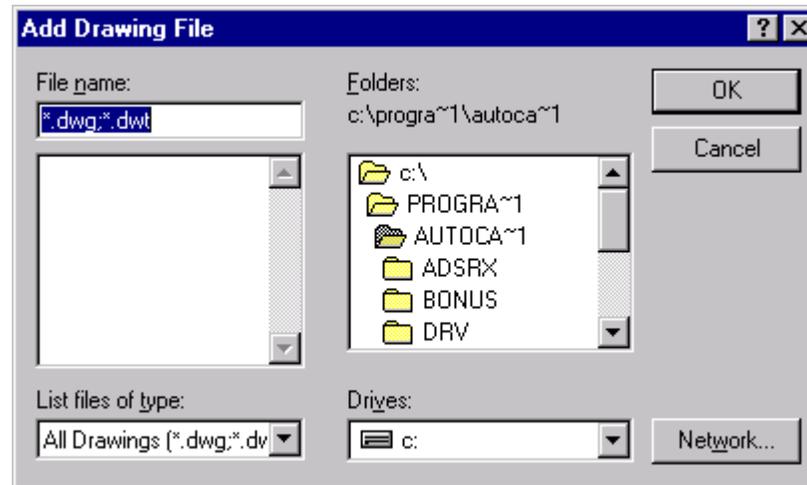
AutoCAD will start and the **AutoCAD Extended Batch Plot Utility** dialog box will appear. Click on the **Add Drawing...** button.



Creating CAL Files in AutoCAD R14

- ◆ Creating Multiple CAL Files continued

In the **Add Drawing File** dialog box select all the files to plot

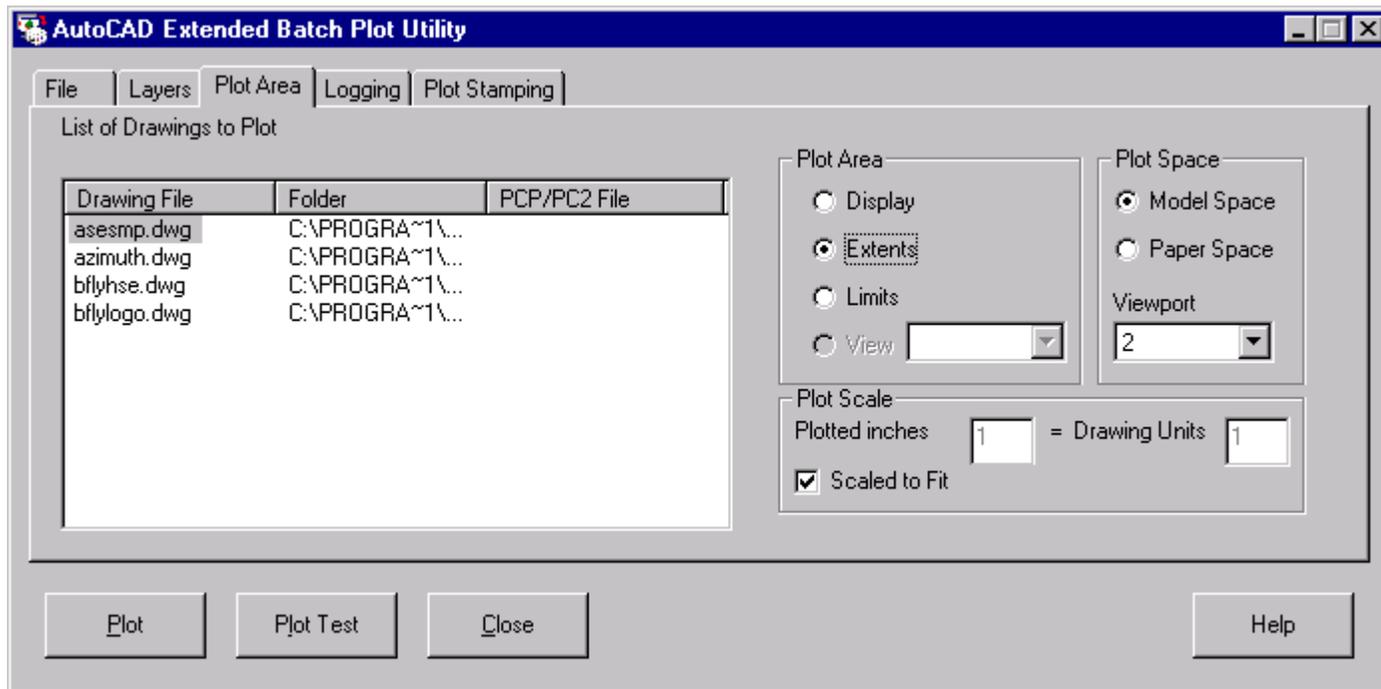


After selecting the files click on **OK**

Creating CAL Files in AutoCAD R14

- ◆ Creating Multiple CAL Files continued

In the **AutoCAD Extended Batch Plot Utility** dialog box click on the **Plot Area** tab. Select each file and click on **Extents** under **Plot Area**



Creating CAL Files in AutoCAD R14

- ◆ Creating Multiple CAL Files continued

Click on **PLOT**

Each drawing will automatically open and plot

Click on **Close**

You can choose to save the batch list for re-use later. The file will be saved with a BP2 extension.

Note: The CALS driver and Batch Plot Utility only work with AutoCAD R14

The PDF File: Portable Document Format

The PDF File

- ◆ Developed by Adobe from the Postscript format
- ◆ Allows consistency without relying on a specific word-processor format
- ◆ Contains both font and layout information

The PDF File

- ◆ Nontextural information supported
 - ◇ Images
 - ◇ Sounds
 - ◇ Video clips
 - ◇ Hyperlinks to URLs, etc.

The PDF File

- ◆ DOD standard for electronic document exchange
- ◆ Widespread use in private sector

Working with PDF

Working with PDF

- ◆ Creating PDF files
 - ◇ Windows applications
 - ◆ Print to the Adobe Acrobat PDFWriter
 - ◇ Hard copy
 - ◆ Scanned directly to PDF

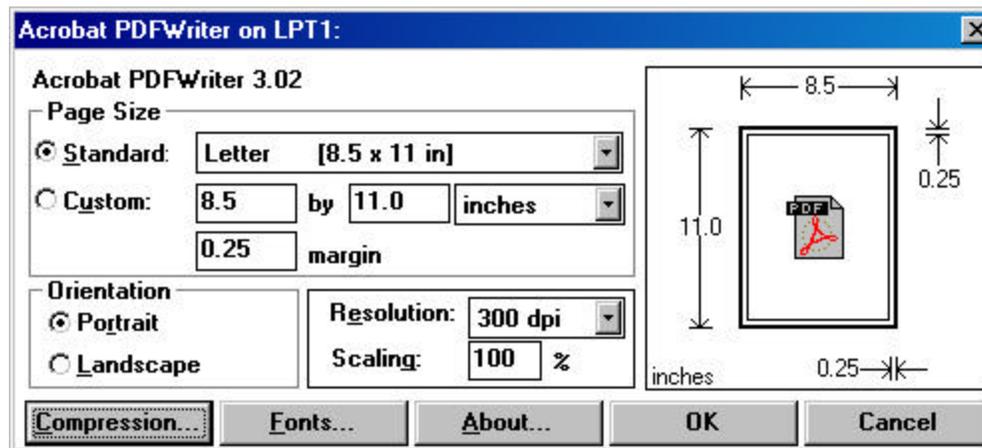
Working with PDF

- ✧ Import graphic images with Acrobat Exchange 3.0
- ✧ MS-DOS & Unix
 - ◆ Print to a postscript driver and convert to PDF with Adobe Distiller

Working with PDF

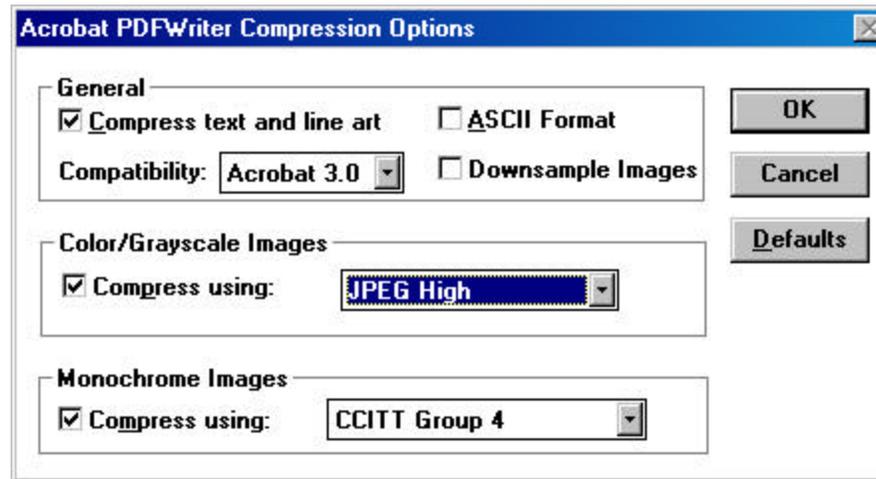
- ◆ Setting PDFWriter properties
 - ◇ Right-click on Adobe PDFWriter | Properties
 - ◇ Select Details tab
 - ◇ Click on Setup

Working with PDF



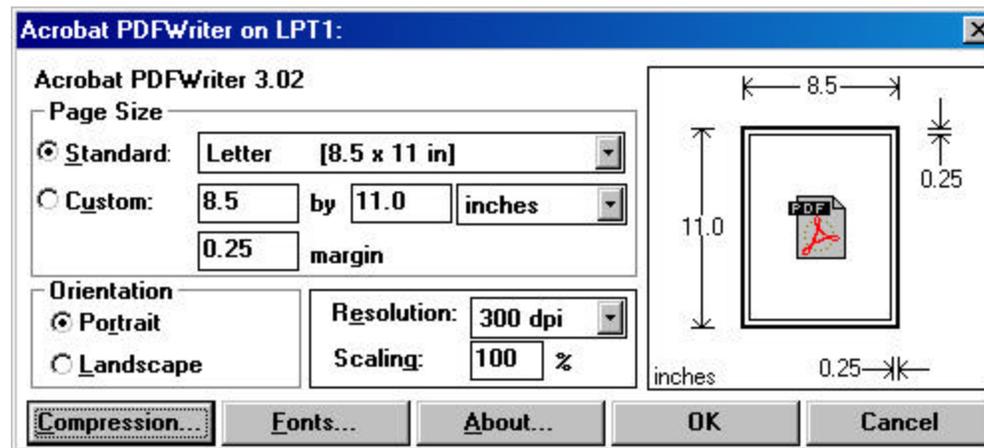
- ✧ Set desired paper size and resolution
- ✧ Click **Compression...**

Working with PDF



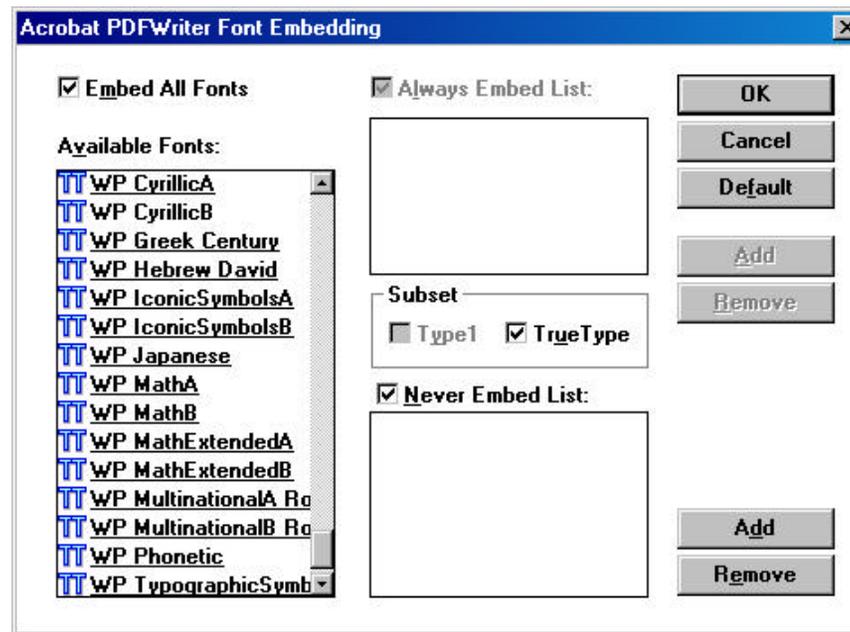
- ✧ Set compatibility to **Acrobat 3.0**
- ✧ Deselect **Downsample Images**
- ✧ Use **JPEG High / CCITT Group 4** compression
- ✧ Click **OK**

Working with PDF



✧ Click **Fonts...**

Working with PDF



- ✧ Select **Embed All Fonts**
- ✧ This will include a subset of nonstandard fonts in your document

Working with PDF

- ◆ Creating PDF files with PDFWriter
 - ◇ Open Windows Application
 - ◇ Select File | Print
 - ◇ Select “Acrobat PDFWriter”
 - ◇ Click on “OK”
 - ◇ Enter filename

Working with PDF

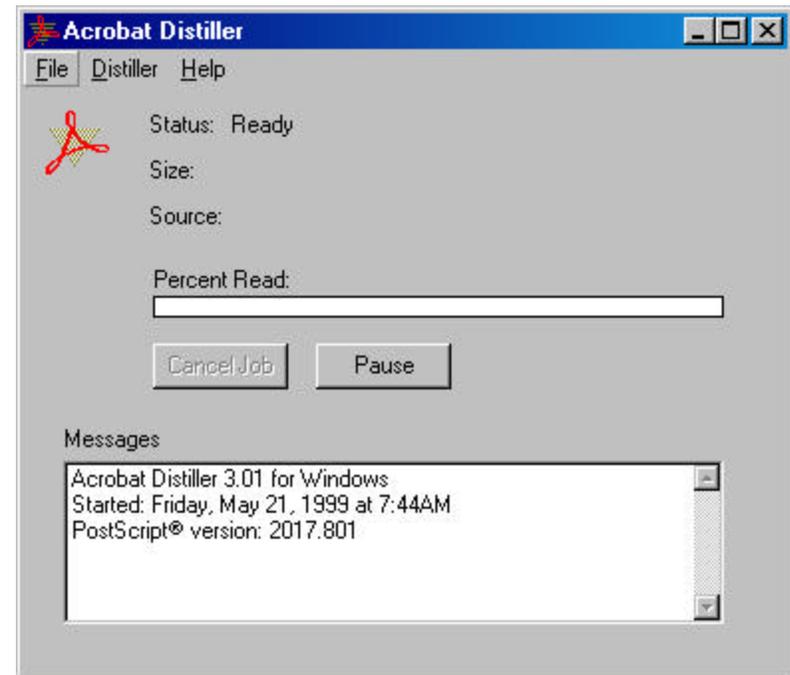
- ◆ When to use Distiller instead of the PDF Writer
 - ◆ DOS and UNIX (SAACONS) programs must print to Postscript first, and these files distilled into PDF

Working with PDF

- ◆ Before using Distiller you must install a Postscript printer driver
- ◆ Set the Postscript printer to Print To File

Working with PDF

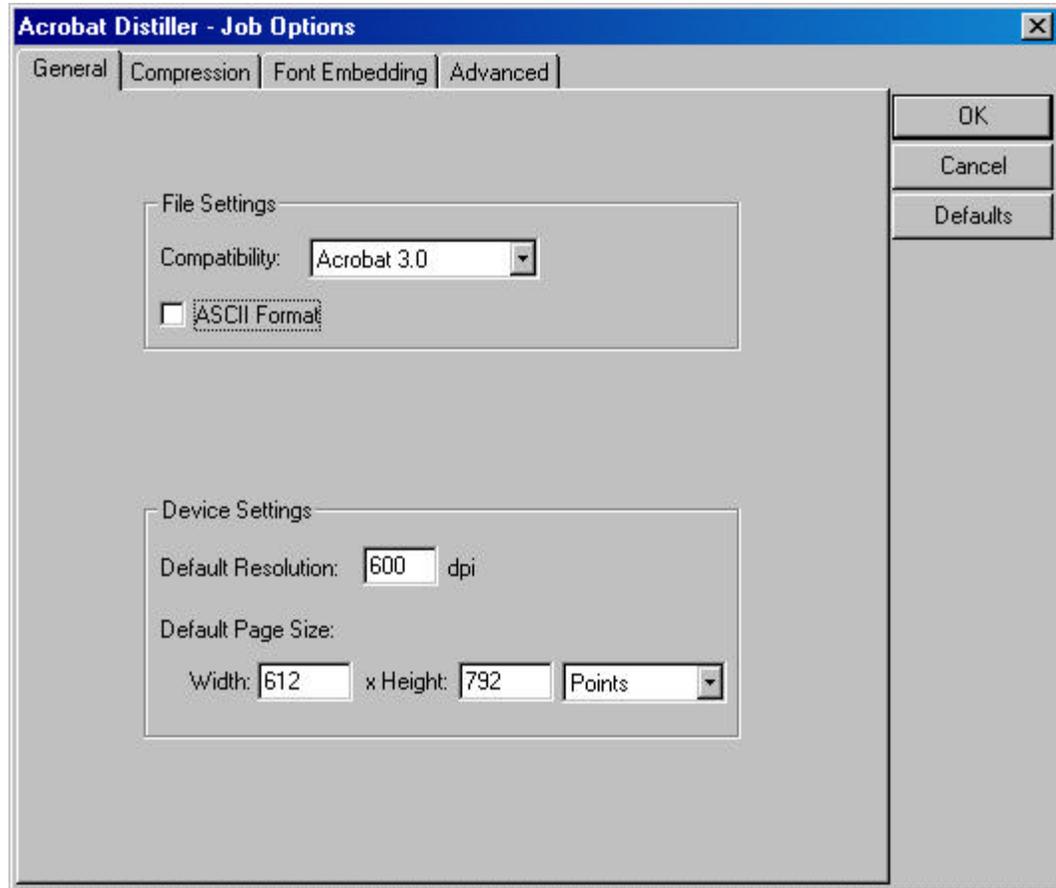
- ◆ Setting Distiller properties
 - ◇ Select Distiller | Job Options



Working with PDF

General

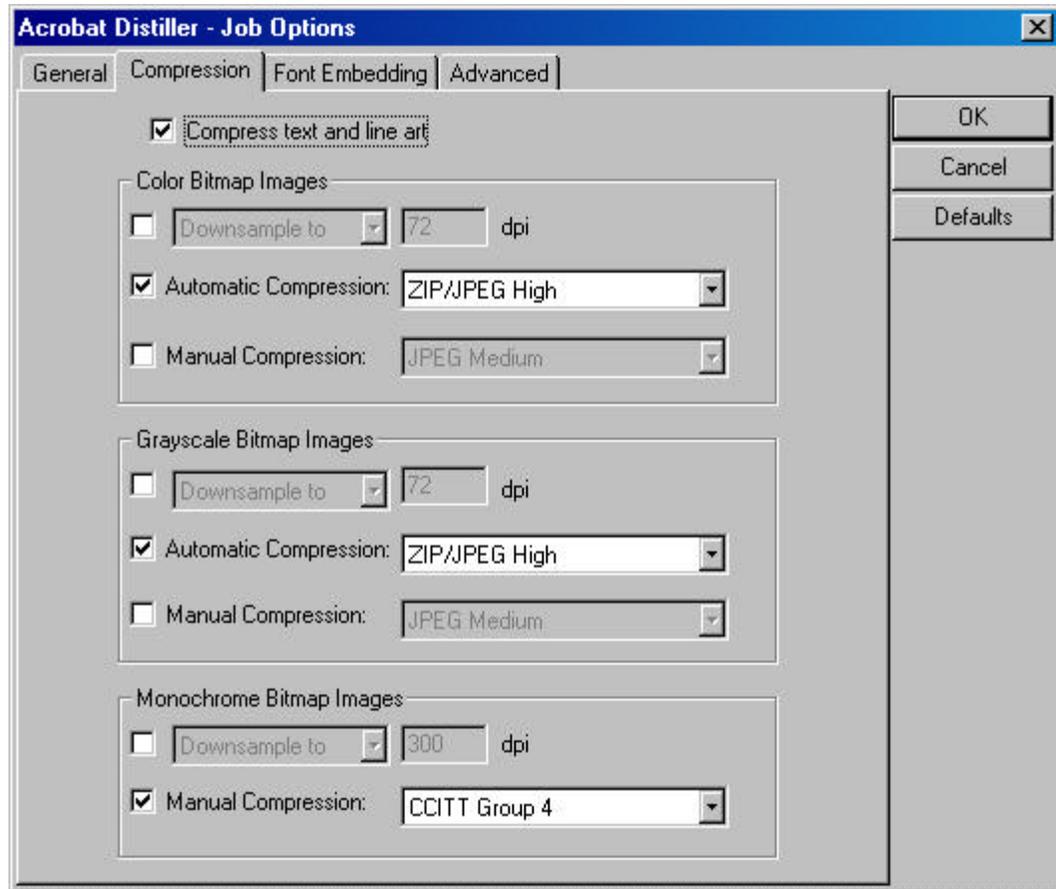
- ◆ Set compatibility to Acrobat 3.0
- ◆ Set default resolution



Working with PDF

Compression

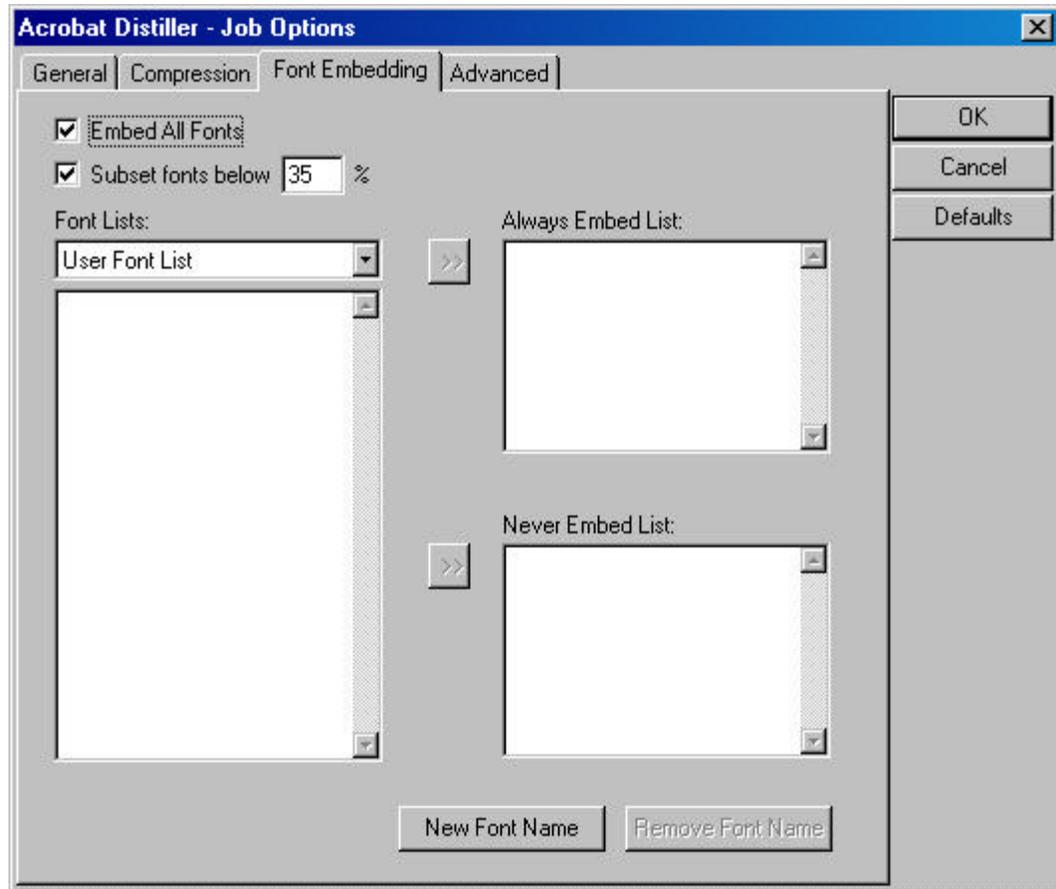
- ◆ Do not downsample images
- ◆ Use JPEG High compression for color/grayscale
- ◆ Use CCITT Group 4 compression for monochrome



Working with PDF

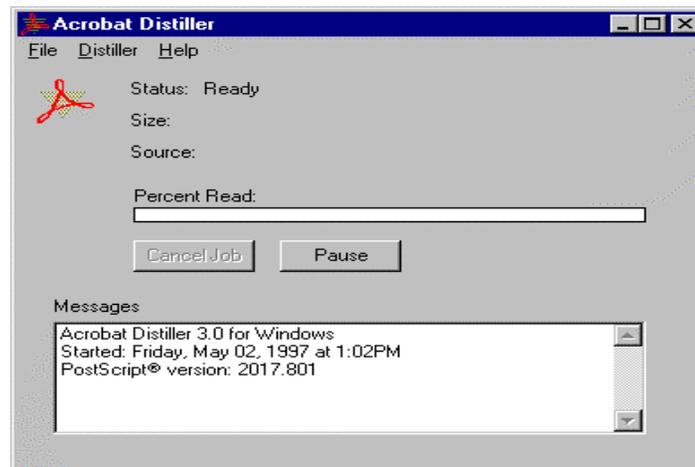
Font Embedding

- ◆ Embed All Fonts
- ◆ Subset fonts



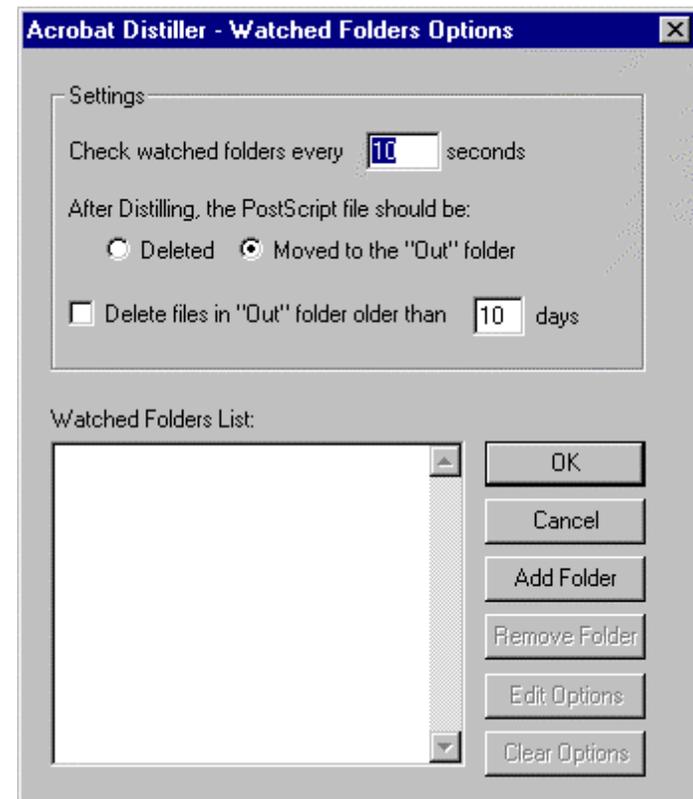
Working with PDF

- ◆ How to convert one file at a time to PDF
 - ◇ File | Open
 - ◇ Select a Postscript file to convert to PDF
 - ◇ Choose the path and file name of the PDF file



Working with PDF

- ◆ **Distiller can watch directories and convert files automatically**
 - ◇ Distiller | Watched Folders
 - ◇ Click on “Add Folder”
 - ◇ Select the directory to be watched
 - ◇ Distiller will create two sub-directories - IN/OUT
 - ◇ Any PostScript files placed in the IN directory will be converted to PDF
 - ◇ Both files will be moved to the OUT directory



Working with PDF

- ◆ Two methods of combining PDF files
 - ◇ Adobe Acrobat Exchange
 - ◆ Manually insert pages and bookmarks
 - ◆ Tedious and prone to user error
 - ◆ Cumbersome to make additions and deletions
 - ◇ AcroBuild (<http://ebs.nwo.usace.army.mil/ebs.htm>)
 - ◆ Automatic
 - ◆ Utilizes subdocuments
 - ◆ Uses a BLD file that defines how files are combined
 - ◆ Easy to update

Working with PDF

- ◆ Pitfalls with AcroBuild
 - ◇ Files can not contain bookmarks before combining
 - ◇ Some systems have problems combining individual files larger than 2MB

Working with PDF

Output filename

Subdocument name

Subtitles

The screenshot displays the Acrobat Exchange interface with a file tree on the left and a preview window on the right. The file tree lists various subdocuments under categories like CONTRACT REQUIREMENTS and TECHNICAL SPECIFICATIONS. The preview window shows a table of contents for these subdocuments. Red boxes and arrows highlight specific elements: 'Output filename' points to the file name in the tree; 'Subdocument name' points to the subdocument name in the preview; and 'Subtitles' points to the descriptive text in the preview. The preview window title is '98b0000.bld - Notepad' and the content includes a table of contents for 'CONTRACT REQUIREMENTS AND DIVISIONS 1 THRU 8'.

Output filename	Subdocument name	Subtitles
0080000.PDF	//Output file to be created.	
COVER.PDF		
CONTRACT REQUIREMENTS	DIU_00.PDF	CONTRACT REQUIREMENTS TABLE OF CONTENTS
0001FB.PDF	001FB	GENERAL BIDDING INFORMATION
S1442.PDF	00010	SOLIC. OFFER & AWARD (SF-1442), PAGES 00010-
00010.PDF	00010	BIDDING SCHEDULE (SF-1442), PAGE 00010-3
00100.PDF	00100	INSTRUCTIONS, CONDITIONS & NOTICES TO BIDDER:
C0970001.PDF	C0970001	WAGE RATE - HEAVY AND HIGHWAY
C0970002.PDF	C0970002	WAGE RATE - BUILDING
00600.PDF	00600	REPRESENTATIONS, CERTIFICATIONS, & OTHER STA
00700.PDF	00700	CONTRACT CLAUSES
00800.PDF	00800	SPECIAL CONTRACT REQUIREMENTS
00800AT1.PDF	00800AT1	SECTION 00800, SIGN DETAIL 0D15-9A12
00800AT2.PDF	00800AT2	SECTION 00800, SIGN DETAIL 0D15-9A22
00800AT3.PDF	00800AT3	SECTION 00800, ELEVATOR CARD READER INFORMAT
TECHNICAL SPECIFICATIONS		TECHNICAL SPECIFICATIONS TABLE OF CONTENTS
01000.PDF	01000	AS BUILT DRAWINGS
01100.PDF	01100	ENVIRONMENTAL PROTECTION
01200.PDF	01200	WARRANTY OF CONSTRUCTION
01310.PDF	01310	PROJECT SCHEDULE
01310AT.PDF	01310AT	ER 1-1-11 (APPENDIX A) STANDARD DATA EXCH

CONTRACT REQUIREMENTS AND DIVISIONS 1 THRU 8

Working with PDF

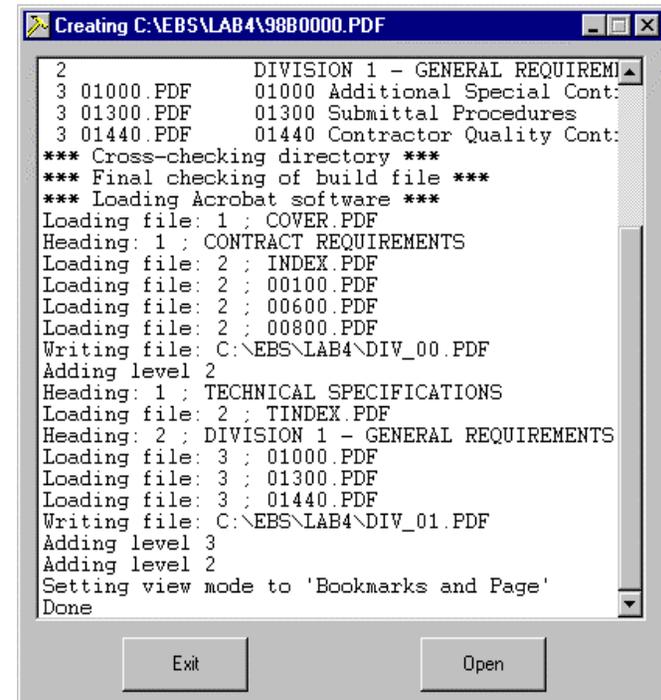
Format of the Build File (*.BLD)

```
98b0000.bld - Notepad
File Edit Search Help
9880000.PDF // Output file
COVER.PDF // Cover sheet doesn't have a bookmark
CONTRACT REQUIREMENTS | DIV_00.PDF // Sub document name
INDEX.PDF Table of Contents
00100.PDF 00100 Instructions, Conditions, and Notices to Bidders
00600.PDF 00600 Representations & Certifications
00800.PDF 00800 Special Contract Requirements
TECHNICAL SPECIFICATIONS
TINDEX.PDF Table of Contents
DIVISION 1 - GENERAL REQUIREMENTS | DIV_01.PDF
01000.PDF 01000 Additional Special Contract Requirements
01300.PDF 01300 Submittal Procedures
01440.PDF 01440 Contractor Quality Control SAM Form 696
```

Working with PDF

Building the SPECS.PDF file using AcroBuild

AcroBuild will first check your BLD file and then merge all the files listed into one PDF file



```
Creating C:\EBS\LAB4\98B0000.PDF
2          DIVISION 1 - GENERAL REQUIREMENTS
3 01000.PDF 01000 Additional Special Cont:
3 01300.PDF 01300 Submittal Procedures
3 01440.PDF 01440 Contractor Quality Cont:
*** Cross-checking directory ***
*** Final checking of build file ***
*** Loading Acrobat software ***
Loading file: 1 ; COVER.PDF
Heading: 1 ; CONTRACT REQUIREMENTS
Loading file: 2 ; INDEX.PDF
Loading file: 2 ; 00100.PDF
Loading file: 2 ; 00600.PDF
Loading file: 2 ; 00800.PDF
Writing file: C:\EBS\LAB4\DIV_00.PDF
Adding level 2
Heading: 1 ; TECHNICAL SPECIFICATIONS
Loading file: 2 ; TINDEX.PDF
Heading: 2 ; DIVISION 1 - GENERAL REQUIREMENTS
Loading file: 3 ; 01000.PDF
Loading file: 3 ; 01300.PDF
Loading file: 3 ; 01440.PDF
Writing file: C:\EBS\LAB4\DIV_01.PDF
Adding level 3
Adding level 2
Setting view mode to 'Bookmarks and Page'
Done
```

Exit Open

Working with PDF

- ◆ Mobile District maintains a MASTER BUILD FILE which contains all contract requirements information (i.e., clauses, forms, signs) and a complete listing of technical specifications from Divisions 01 - 16.
- ◆ The master build file is edited accordingly with the solicitation. The file is then renamed and is housed in the project directory. This enables the file to be re-edited in the event of amendments.

SAACONS

SAACONS

Overview

- ❖ Create Solicitation in SAACONS and complete contractual review
- ❖ Use File Transfer Protocol (FTP) to connect to SAACONS and create a conversion directory.
- ❖ Use SAACONS to convert your solicitation
- ❖ Use FTP to transfer files from SAACONS to your Central Project Working Directory
- ❖ Edit in Word processing program

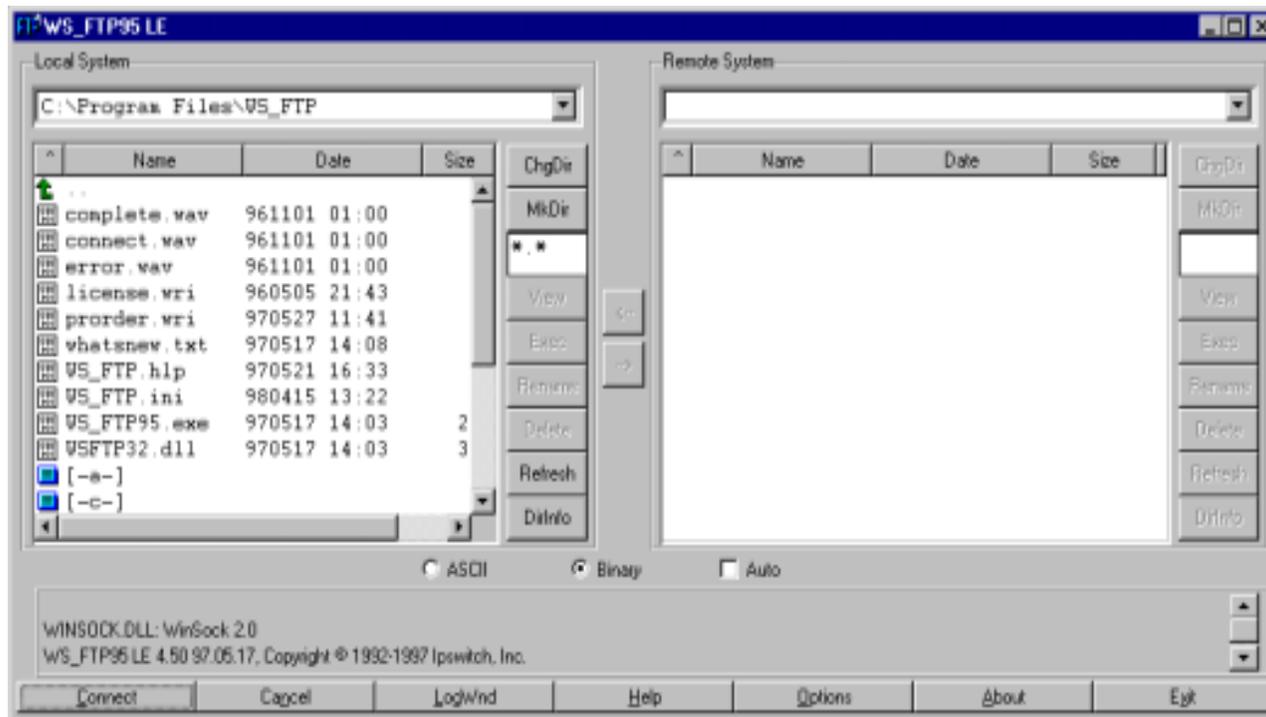
SAACONS

Create Solicitation in SAACONS and complete contractual review

- ❖ Create you solicitation document.
- ❖ Make sure all clauses are in full text except for one.
 - ❖ One clause must be in reference in order for the system to print paragraph numbers.
- ❖ Do a final review of your solicitation document before you convert.

SAACONS

Use File Transfer Protocol (FTP) to connect to SAACONS and create a conversion directory



SAACONS

Setup SAACONS connection

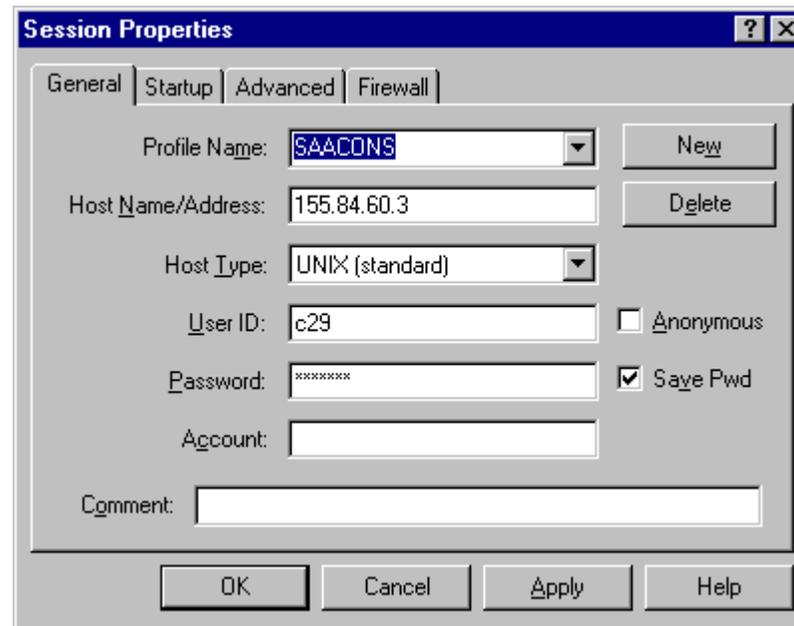
The screenshot shows a dialog box titled "Session Properties" with a blue title bar and standard window controls. It has four tabs: "General", "Startup", "Advanced", and "Firewall", with "General" selected. The dialog contains several input fields and checkboxes:

- Profile Name:** A dropdown menu with "SAACONS" selected. A red arrow points to this field.
- Host Name/Address:** A text box containing "155.84.60.3". A red arrow points to this field.
- Host Type:** A dropdown menu with "UNIX (standard)" selected. A red arrow points to this field.
- User ID:** A text box containing "c29". A red arrow points to this field.
- Password:** A text box containing "xxxxxxx". A red arrow points to this field.
- Account:** An empty text box.
- Anonymous:** An unchecked checkbox.
- Save Pwd:** A checked checkbox.
- Comment:** An empty text box.

Buttons for "New", "Delete", "OK", "Cancel", "Apply", and "Help" are also visible.

SAACONS

Connect to SAACONS



The image shows a screenshot of a software dialog box titled "Session Properties". The dialog has four tabs: "General", "Startup", "Advanced", and "Firewall", with "General" selected. The fields are as follows:

- Profile Name: SAACONS (dropdown menu)
- Host Name/Address: 155.84.60.3 (text input)
- Host Type: UNIX (standard) (dropdown menu)
- User ID: c29 (text input)
- Password: ***** (password input)
- Account: (empty text input)
- Comment: (empty text input)

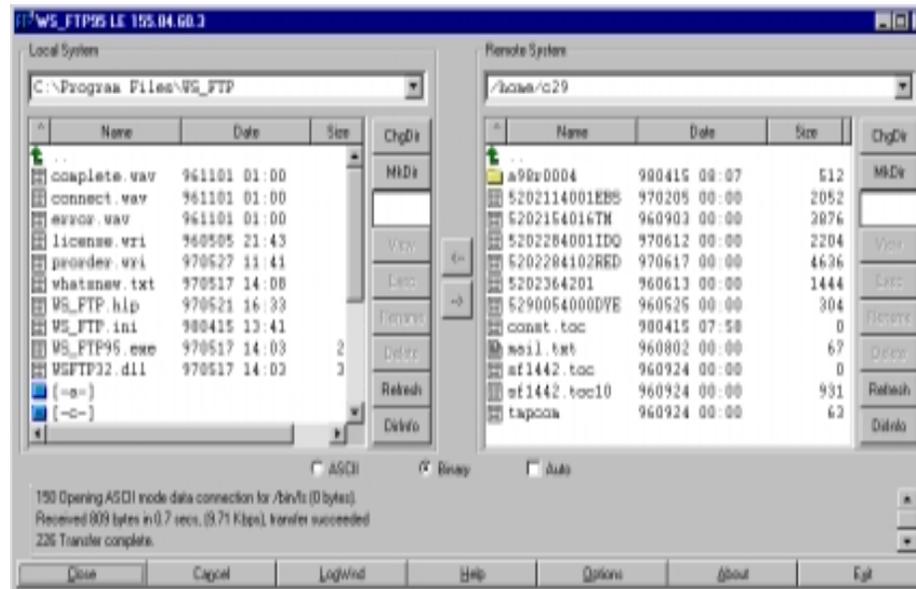
There are several checkboxes and buttons:

- Anonymous
- Save Pwd
- New (button)
- Delete (button)
- OK (button)
- Cancel (button)
- Apply (button)
- Help (button)

SAACONS

Making a directory

- ❖ Use the Mkdir button to create a directory on SAACONS remote server.
EX: a98r0004
- ❖ Use lower case to create directory because SAACONS is case sensitive.



SAACONS

Use SAACONS to convert your solicitation

- ❖ Log into SAACONS and go to the Main System Menu
- ❖ Select #4-Administrative Utilities
- ❖ Select #13-Interface Processing
- ❖ Select #10-SAACONS - Local Interfaces
- ❖ Select #1-SAACONS EBB MENU
- ❖ Select #1-Convert SAACONS Solicitation Files
- ❖ Enter the full path of the directory that was created earlier for the conversion.
- ❖ Remember that it is case sensitive. EX: /home/c29/a98r0004
- ❖ Enter the Solicitation Number for the project

SAACONS

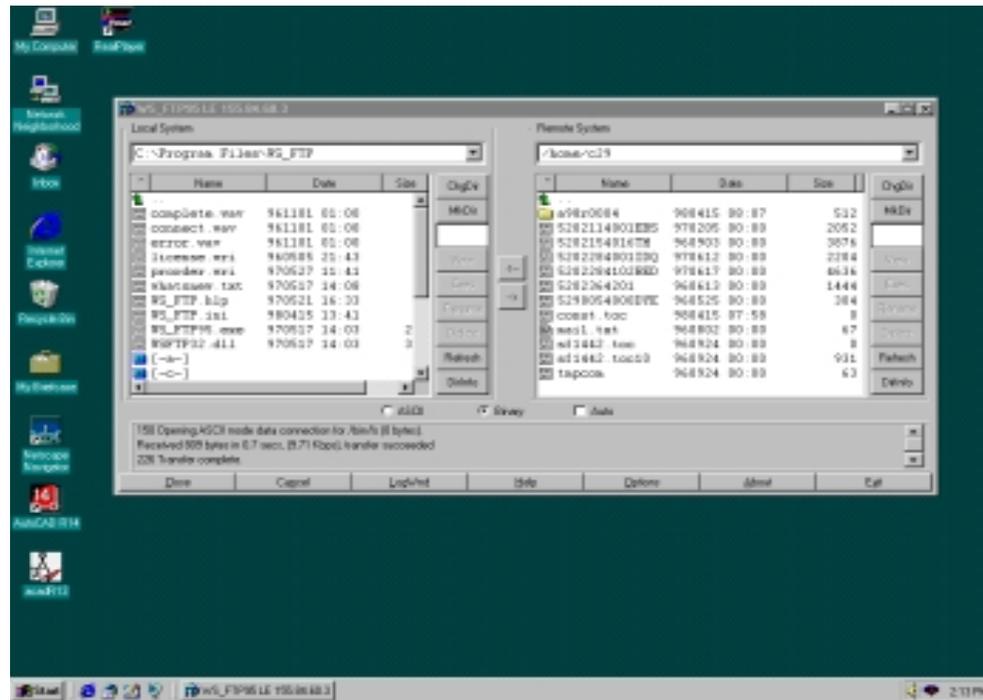
Use SAACONS to convert your solicitation - continued

- ❖ Process is complete when the following message appears: “Solicitation Files Converted”.
 - ❖ This process should take no longer than 5 minutes.
- ❖ Log out of SAACONS.

SAACONS

Use FTP to transfer files from SAACONS

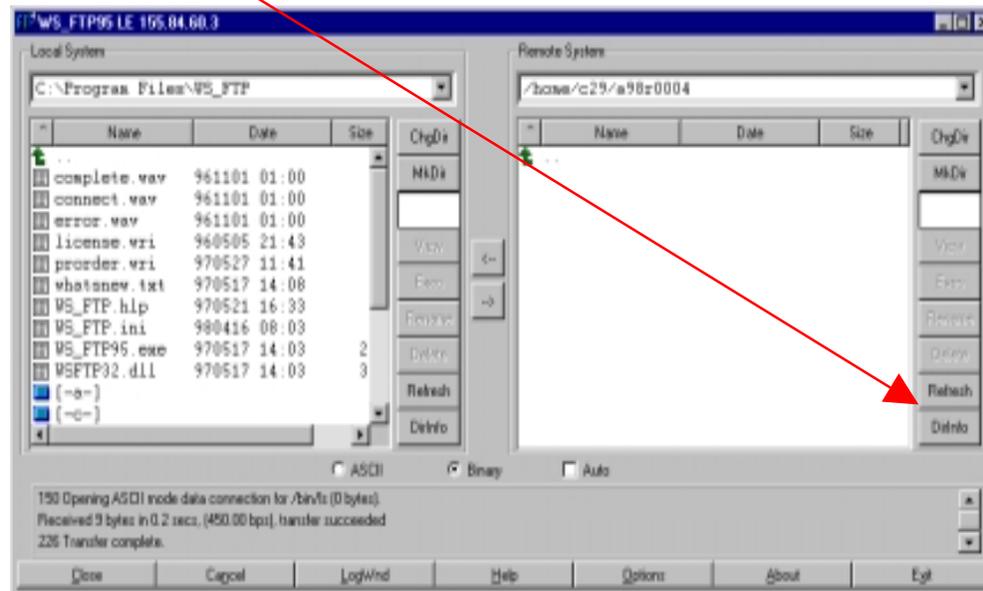
- ❖ Maximize the FTP software



SAACONS

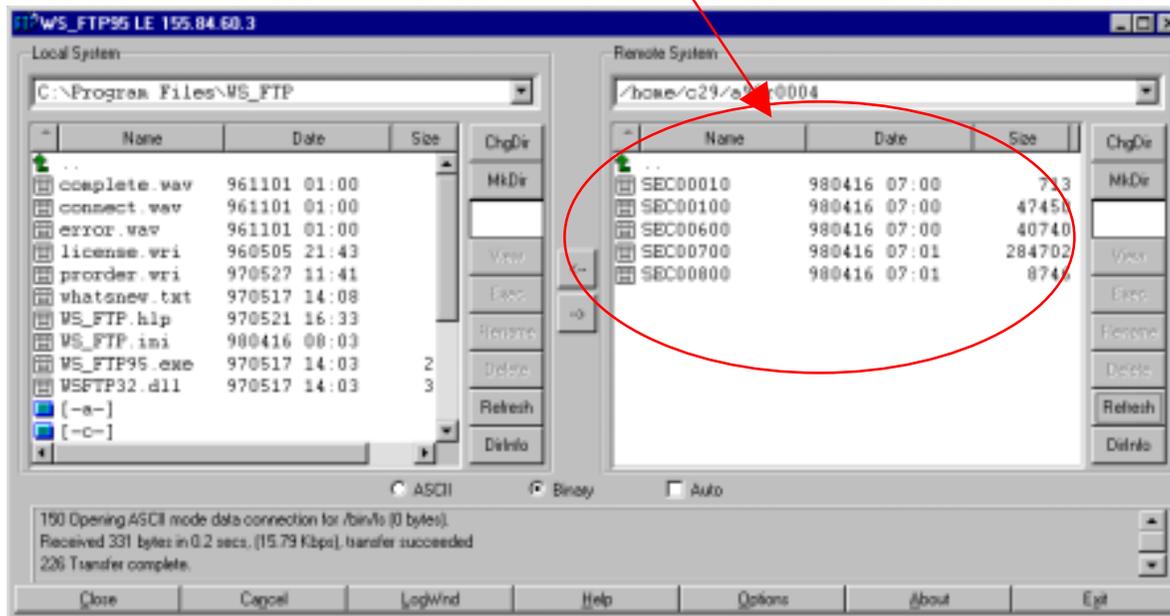
Use FTP to transfer files from SAACONS

- ❖ Hit the “Refresh” button to show files SAACONS created



SAACONS

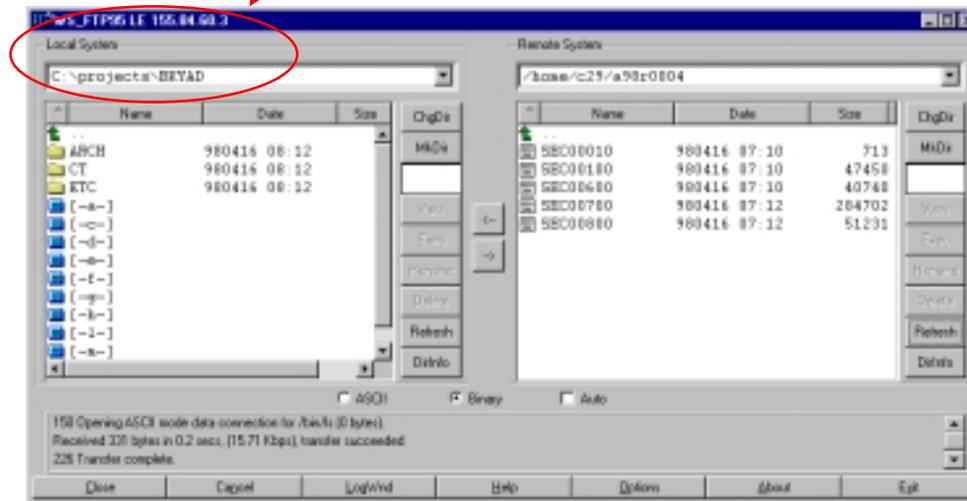
A list of converted files should be in the directory that was created earlier.



SAACONS

Use FTP to transfer files from SAACONS

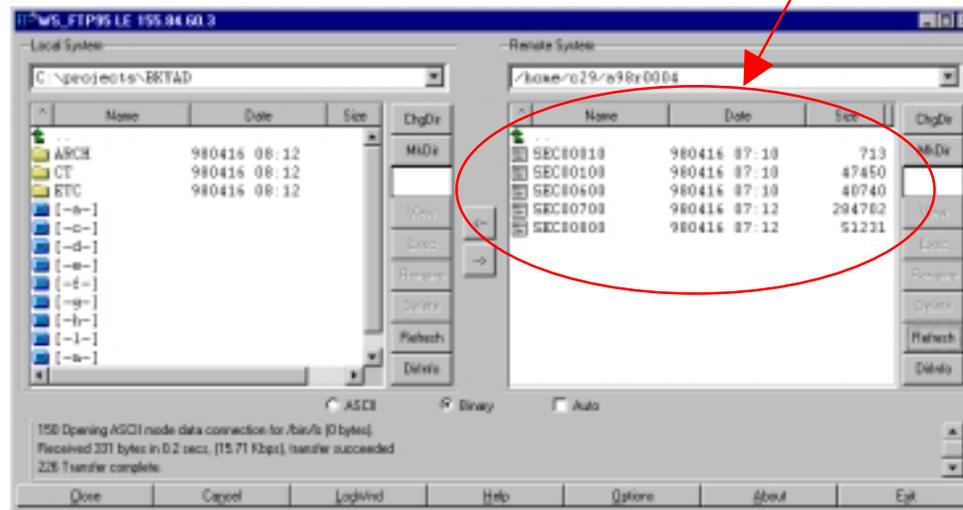
- ❖ Change the local directory (left side of screen) to the “Central Project Working Directory”.
- ❖ Central Project Working Directory - Make it a standard operating procedure to store all project files in one location so that everyone will know where to go to edit the files. In the example above, BKYAD stands for Brooks AFB, and YAD are three letters from the projects title.



SAACONS

Use FTP to transfer files from SAACONS

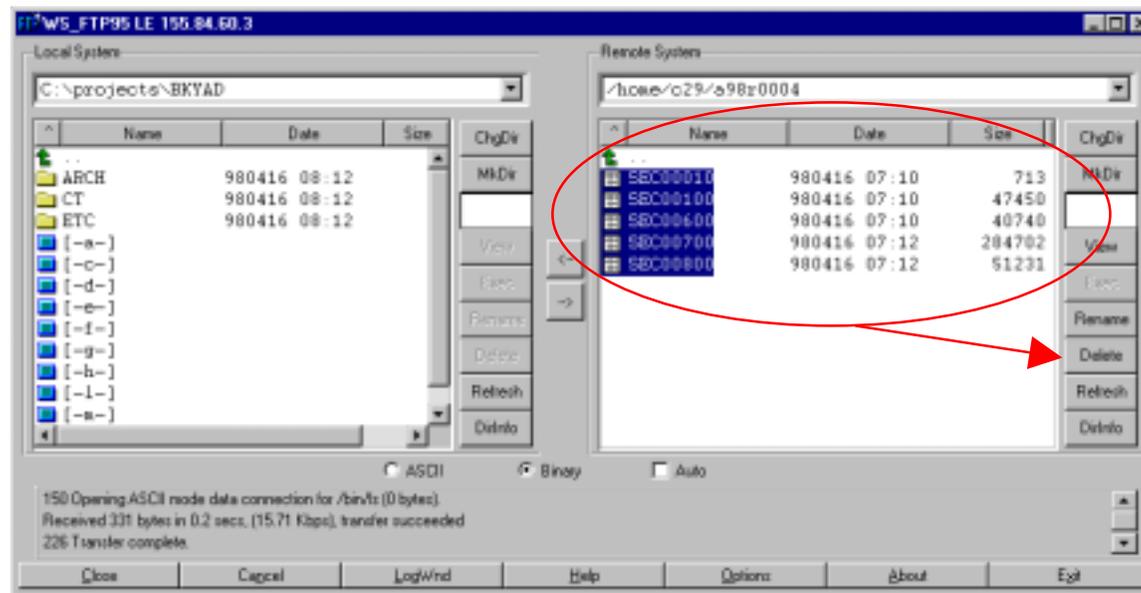
- ❖ Select all of the section files in the remote directory (right side of screen) and copy them to the local directory. You should store all your files in the Central Project Working Directory so that it is easy to find the project files if you are not available.



SAACONS

Use FTP to transfer files from SAACONS

- ❖ Delete all of the section files in the local directory so that you can do another conversion in the future. SAACONS will not write over existing files.



SAACONS

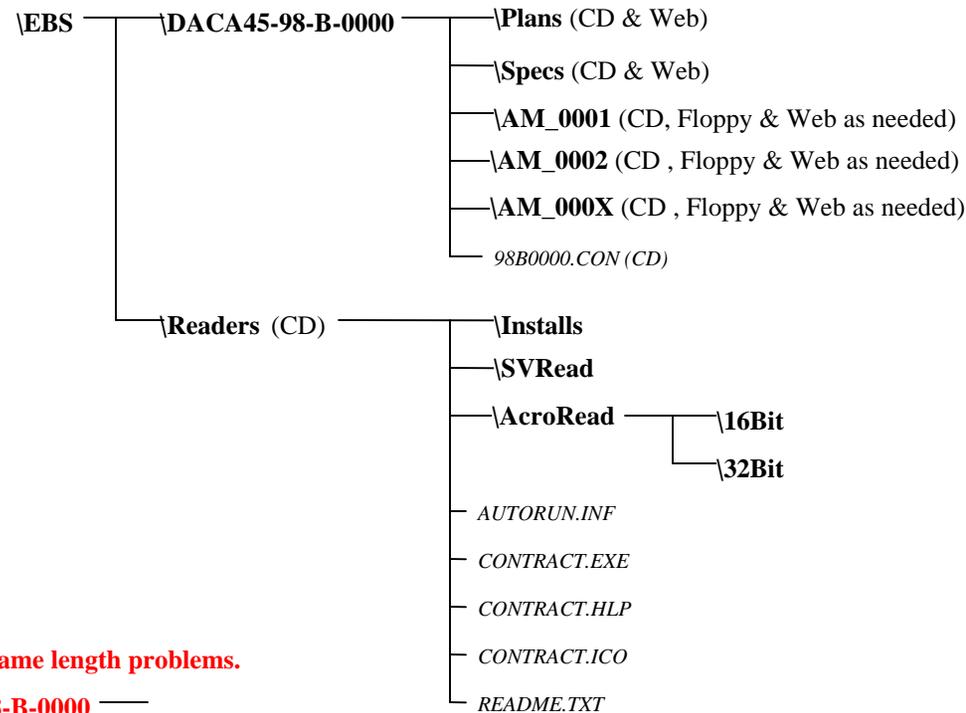
Edit in word processing program

- ❖ Open Word Processor.
- ❖ Select “File”, “Open”, and go to the “Central Project Working Directory”.
- ❖ Open the first section file.
- ❖ Click on the EBS macro.
 - ❖ This macro will change the font size of the entire document to Courier New 8pt. It will then move the index from the end of the document to the front.
 - ❖ If you do not have the EBS macro, you can download it from the Tri-Service Network Internet page or do the above step manually.
- ❖ Clean up the section file by making minor modifications.
- ❖ Save the file when you are finished.

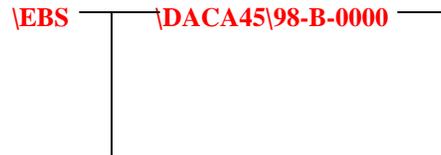
Directory Structures and Files

Directory Structures and Files

Internal Network

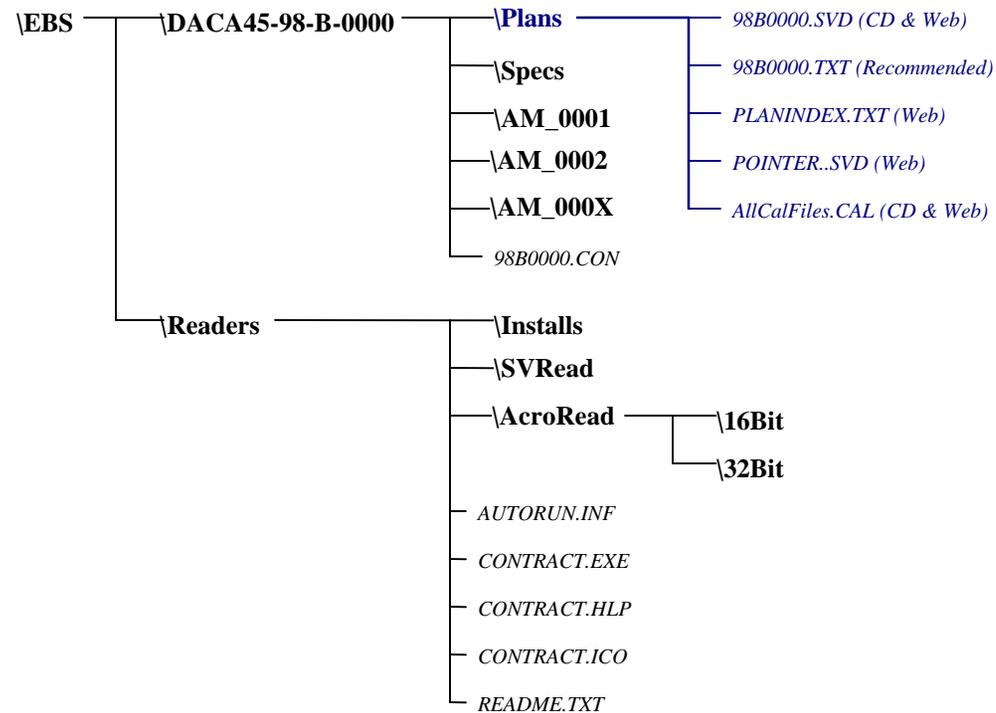


Possible modification to avoid filename length problems.



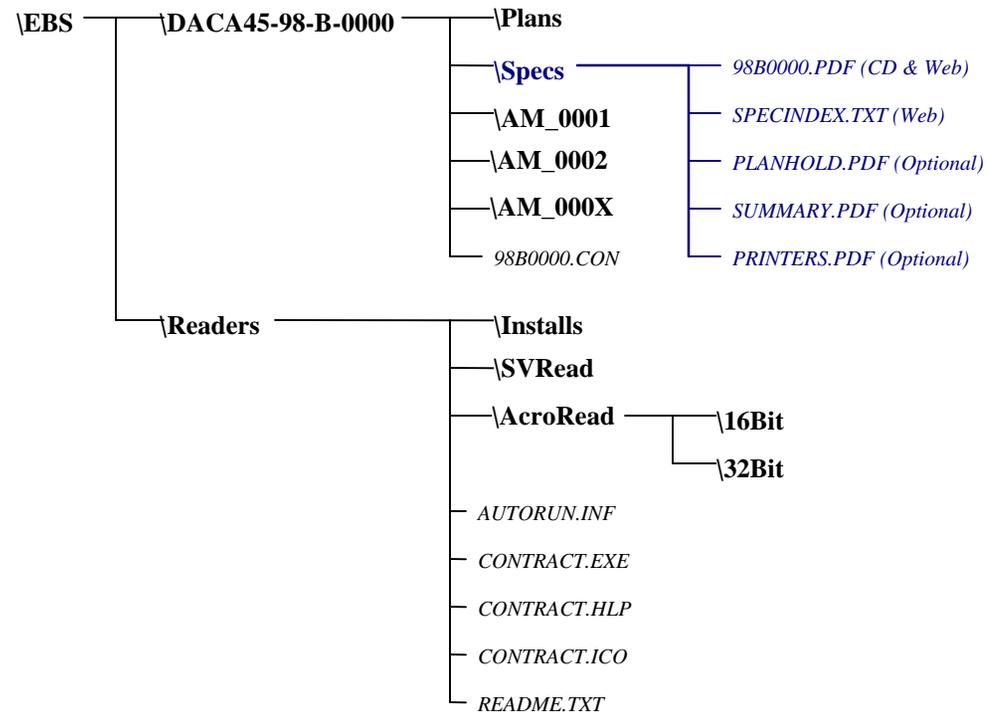
Directory Structures and Files

Plans Directory



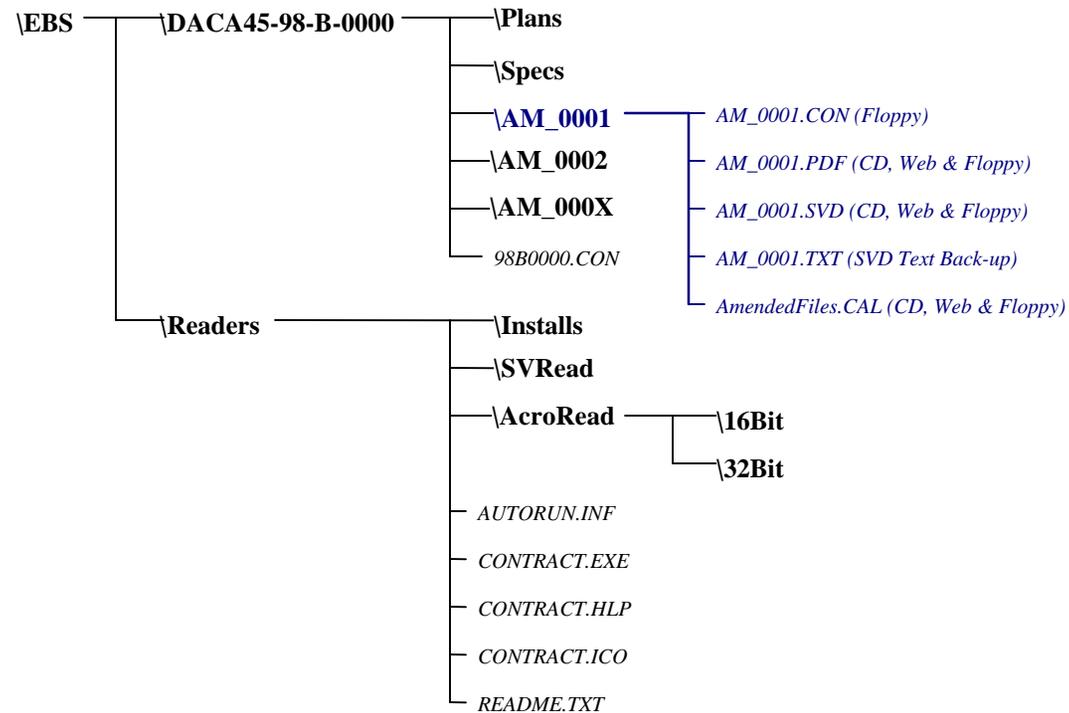
Directory Structures and Files

Specs Directory



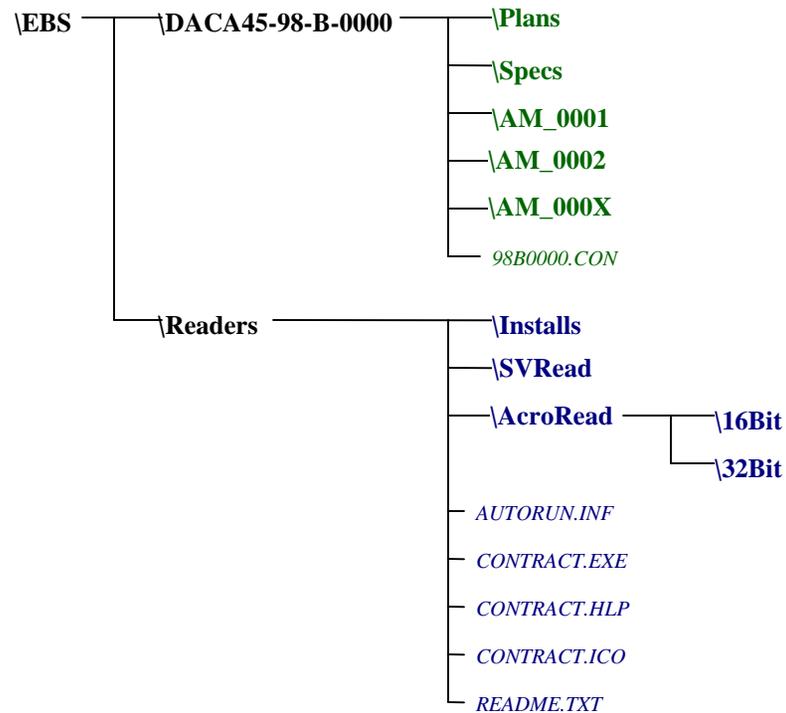
Directory Structures and Files

Amendment Directory

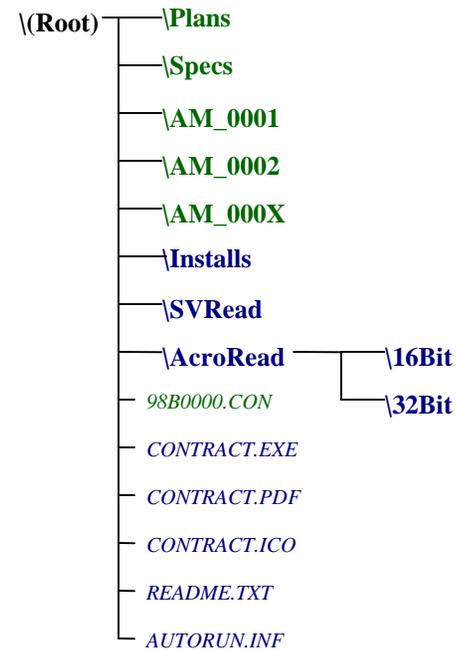


Directory Structures and Files

Internal Network

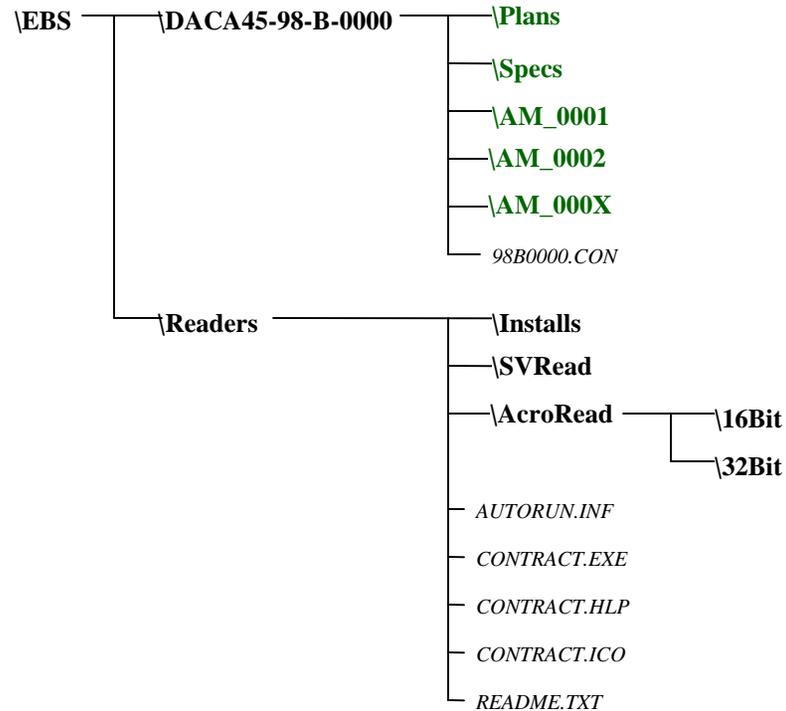


CDROM

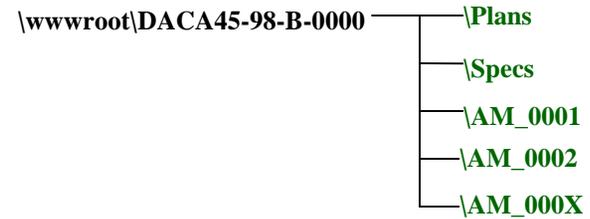


Directory Structures and Files

Internal Network



Web Site



Directory Structures and Files

Autorun.inf

Autorun.inf is a file that tells Win9x and NT 4.0 what program should be executed when the CD is loaded into the drive. It also describes what icon should be displayed in Explorer.

Readme.txt

Readme.txt file should contain generic information describing what is on the CD and how to use the supplied software. A road map of the files and directories will aid Plan Holders in accessing the information stored on the CD.

Contract Viewer

Contract Viewer

Features

- Autorun feature of Windows 95/98/NT executes the viewer automatically.
- Provides a user interface for Electronic Bid Solicitations.
- Executes appropriate program to view desired item.
- Is configurable via a .CON file which is a Windows .INI file.



Contract Viewer

Format of a Windows INI file

- The file is broken into **sections**.
- Each **section** has *entries*.
- Each *entry* has a value.
- *Entries* in a **section** must be unique.
- INI files are DOS text files.
- No tabs are allowed in INI files.

[Section1]

entry1 = value

entry2 = value

entry3 = value

[Section2]

entry1 = value

entry2 = value

Example:

[Notes]

Item01 = Contract Summary\specs\summary.pdf

Item02 = Plan Holder List\specs\planhold.pdf

Item03 = Printers\specs\printers.pdf

Note: Bold, Italics, and Underline are used to show placement only.

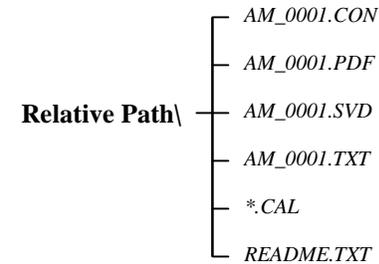
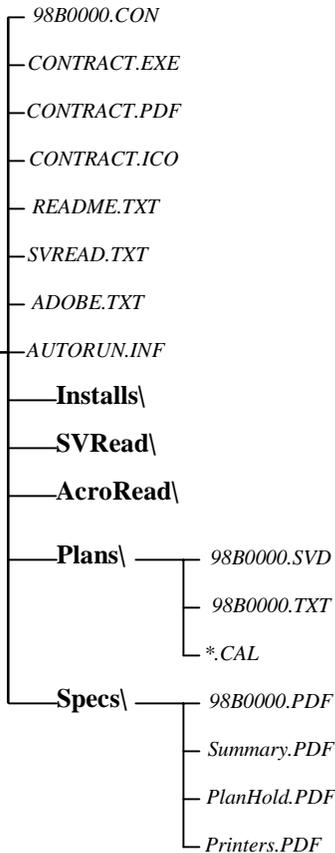
Contract Viewer

Solicitation Directory Structure

Relative Path may be
Q:\EBS\98B0000 if located on
a network or D:\ if on a CD.

CDROM Directory Structure

Relative Path\



Floppy Directory Structure

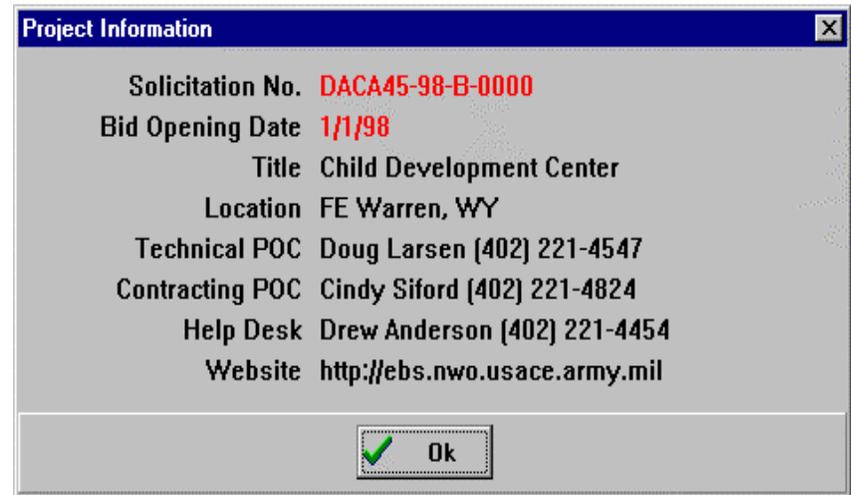
Relative Path may be A:\ or B:\.

Contract Viewer

Solicitation Section

- May contain up to 15 entries.
- The first entry must be the Solicitation Number.
- Both entry and value appear on startup screen.
- Placing |Attention at the end of the line will display the value in red.

[Solicitation]
Solicitation No. = DACA45-98-B-0000|Attention
Bid Opening = 1/1/98|Attention
Title = Child Development Center
Location = FE Warren, WY
Technical POC = Doug Larsen (402) 221-4547
Contracting POC = Cindy Siford (402) 221-4824
Help Desk = Drew Anderson (402) 221-4454
Website = <http://ebs.nwo.usace.army.mil>



The screenshot shows a dialog box titled "Project Information" with a close button (X) in the top right corner. The dialog contains the following text:

Solicitation No.	DACA45-98-B-0000
Bid Opening Date	1/1/98
Title	Child Development Center
Location	FE Warren, WY
Technical POC	Doug Larsen (402) 221-4547
Contracting POC	Cindy Siford (402) 221-4824
Help Desk	Drew Anderson (402) 221-4454
Website	http://ebs.nwo.usace.army.mil

At the bottom of the dialog is an "Ok" button with a green checkmark icon to its left.

Contract Viewer

Notes, Specs, Plans, Help, and Amendments Sections

- All Path\Filenames start with the **Relative Path** to the CON file.

[Notes]

Item01 = Contract Summary|specs\summary.pdf

Item02 = Plan Holder List|specs\planhold.pdf

Item03 = Printers|specs\printers.pdf

[Specs]

Item01 = Contract Clauses and Specifications|specs\98b0000.pdf

[Plans]

Item01 = Plans|plans\98b0000.svd

[Help]

Item01 = Readme.txt|readme.txt

[Amendments]

Item01 = Amendment #0001|[AM_0001]

[AM_0001]

Item01 = Narrative|specs\am_0001.pdf|Amendment 1, Disk 1

Item02 = Plans, Disk 1|plans\am_0001a.svd|Amendment 1, Disk 1

Item03 = Plans, Disk 2|plans\am_0001b.svd|Amendment 1, Disk 2

Value Format

Item01 = Option | Path\Filename | Disk Name

or

Item01 = Option | [Section Heading]

where:

Option is the text to be displayed.

Path\Filename is the location of the file.

Disk Name is what disk the file is on, *optional*.

[Section Heading] refers to another section that contains entries/values.

Contract Viewer

Hints Section

- Entry names are fixed.
- Values are used for menu names and tool tips for the button bar.
- Length of entry values affect the width of the Contract Viewer.

[Hints]

Help = Help

Notes = Notes

Specs = Specs

Plans = Plans

Amendments = Amendments

Contract Viewer

16Bit Viewers, 32Bit Viewers Sections

- Each entry is a file extension the viewer is to be used on.
- Each value is the Path\Filename of the application to execute.
- The 16Bit Viewers section is used for Windows 3.x.
- The 32Bit Viewers section is used for Windows 9x, NT 3.5x, & NT 4.0.
- All Path\Filenames start with the **Relative Path** to the Contract Viewer.

[16Bit Viewers]

.PDF = acroread\16bit\acrord16.exe

.SVD = svread\svreader.exe

[32Bit Viewers]

.PDF = acroread\32bit\acrord32.exe

.SVD = svread\svreader.exe

Contract Viewer

Installs Section

- Provides a lists of viewers available for installation on the plan holder's hard drive.
- Viewers are displayed under the File | Installs menu option.
- Uses the same format as the Specs Section.
- All Path\Filenames start with the **Relative Path** to the CON file.

[Installs]

Item01 = Adobe Acrobat 3.0 (Win 3.x)|installs\ar16e30.exe

Item02 = Adobe Acrobat 3.0 (Win9x/NT)installs\ar32e30.exe

Item03 = Source View Reader|installs\sv_inst.exe

Contract Viewer

Settings Section

- The viewer can be configured not to show certain buttons. Disabling either Notes, Specs, Plans, or Amendments will result in it's button and menu item not being displayed.
- ButtonBar, UseViewersOnCD and AlwaysOnTop can be toggled (enable/disable) using the View menu option.
- ButtonBar defines whether the button bar is to be displayed or not.
- UseViewersOnCD instructs the Contract Viewer to look at the CD for a viewer first, if it doesn't find one, it will then ask Windows as to which application is required to view a certain file type.
- AlwaysOntop, when enabled, forces the Contract Viewer on top of all other windows.

[Settings]

Notes = Enable

Specs = Enable

Plans = Enable

Amendments = Enable

ButtonBar = Enable

UseViewersOnCD = Enable

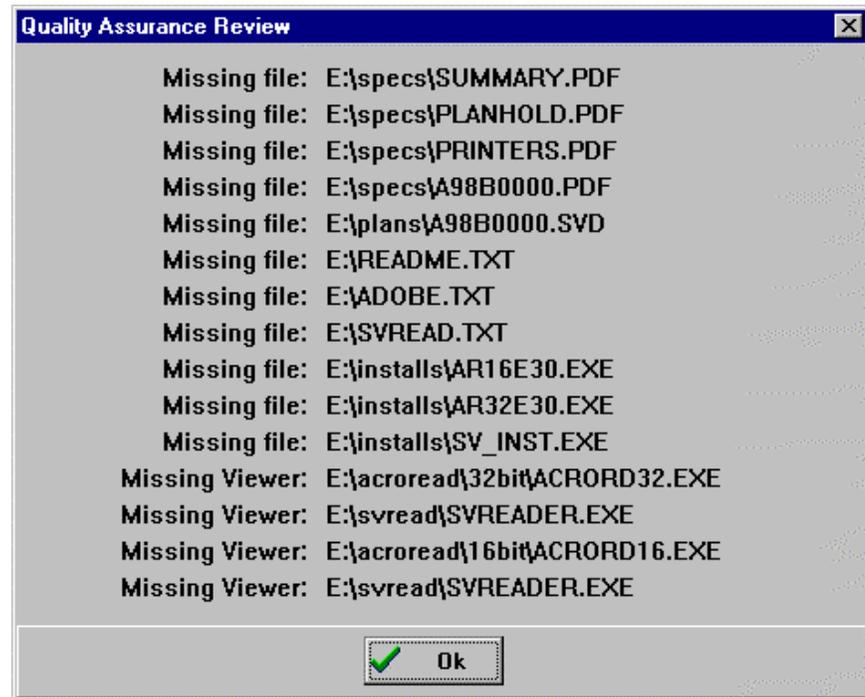
AlwaysOnTop = Disable

Contract Viewer

Command Line Parameters

- The Contract Viewer has a Quality Assurance (QA) routine in it, including the word “check” on the command line will verify all files referenced exist.

E:\> Contract check



Contract Viewer

Amendment CON File

- Only uses the Solicitation, Help, and Amendment sections.
- First value in the Solicitation section must match the first value on the CD.

Quality Control

Quality Control

- ◆ Before the Premaster CD is Created perform quality checks for
 - ◇ .CAL files
 - ◇ the .SVD file
 - ◇ the .PDF files
 - ◇ the directory structure for the CD
 - ◇ the .CON file
 - ◇ the readers
 - ◇ Content and Viruses

Quality Control

- ◆ Quality Checks for .CAL files:
 - ◇ View each file with Source View Author for completeness (is it all there?)
 - ◇ Make sure the scale is correct by measuring the width and height of each sheet, using the measurement tool in Source View. The distance should be very close to the full size printed sheet.

Quality Control

- ◆ Quality Checks for the .SVD file:
 - ◇ Open the .SVD file with the Source View Reader
 - ◇ Make sure the file list appears in the proper format and that it does include all the drawing sheets.
 - ◇ Click on each sheet or drawing file, make sure a drawing appears for each sheet listed in the index.
 - ◇ Make sure the file is oriented correctly with the bottom of the sheet at the bottom of the screen.

Quality Control

- ◆ It is important to check the .SVD file with SourceView Reader so that you see exactly what the contractors are going to see. Using the Reader will verify the .SVD file is Sendable.

Quality Control

- ◆ Quality Checks for the .PDF file:
 - ◇ Check that bookmarks are listed in order
 - ◇ Page through the document, making sure the sections were inserted in correct order so that if the total file is printed it will print in proper sequence.
 - ◇ Check for blank pages

Quality Control

- ◆ Quality Checks of the directory structure for the CD:
 - ◇ Make sure the Contract Viewer, the SourceView Reader, and the Adobe Acrobat Reader programs exist
 - ◇ Verify the CONTRACT.HLP, README.TXT and AUTORUN.INF files are in the root directory
 - ◇ Check that the .PDF, .CAL, and .SVD files are in the proper directories

Quality Control

- ◆ Quality Checks for the .CON file:
 - ◇ Verify that the .CON is in the root directory of the CD
 - ◇ Check the project information: (i.e. Title, Solicitation No., and Bid Opening date)
 - ◇ Make sure all the files it references exist and are in the proper directories

Quality Control

- ◆ Quality Checks for the readers:
 - ◇ Execute the CONTRACT.EXE program
 - ◇ Make sure the Bid Opening Date comes up and is correct
 - ◇ Verify that each reader opens to the correct file when each of the buttons on the viewer is selected
 - ◇ Make sure the help file appears when the ? Is selected.

Quality Control

- ◆ Quality Checks for Content and Viruses:
 - ◇ Have all personnel check their portion of the solicitation
 - ◇ Run a virus check on the files

Quality Control

- ◆ Quality Checks after cutting the premaster CD:
 - ◇ Have someone other than the person that prepared the CD verify functionality and content
 - ◇ Make 2 premaster CDs -- keep one and send one to the reproduction contractor.

Quality Control

◆ Amendment Quality Checking

- ◇ Verify that all drawing work is completed in the CADD files and word processing files before creating the .CAL or .PDF files.
- ◇ When creating .CAL and .PDF files, make the same checks as mentioned above.
- ◇ Create the AM_0000.CON file and check the function of the amendment from the server or workstation before putting the files on the floppies or CD.

Quality Control

◆ Amendment Quality Checking

- ◇ Open the solicitation, then the amendment. Make sure notes that are supposed to appear show up when the amendment is opened. Check to see that all the amendments open and that all bookmarks link to the correct section or form of the amendment
- ◇ Put the files on the floppies, then run the CONTRACT.EXE from the CD and check to make sure all portions of the amendments can be accessed from the floppies.

Quality Control

- ◆ Amendment Quality Checking
 - ◇ Make sure the disks are labeled correctly and that the files identified in the AM_0000.CON file are on the proper disk.

CD Reproduction & Distribution

CD Reproduction & Distribution

Reproduction Methods Available

- ❖ In-House Reproduction: Utilizes a CD duplicator to reproduce CD's for solicitations and amendments. A duplicator with 8 CD drives can make 32 CDs per hour.
- ❖ Commercial Reproduction: Utilizes commercial industrial equipment to produce mass quantities of CD's. A glass master is required for this type of reproduction and is created by the contractor to produce a higher quality product.

CD Reproduction & Distribution

CD Reproduction Costs

Quantity	Item	ea	3 Day	7 Day
1	Mastering	\$450.00	\$450.00	\$450.00
1	3 Day Turn Around Premium	\$450.00	\$450.00	
2	Film Creation	\$50.00	\$100.00	\$100.00
300	Replication	\$1.25	\$375.00	\$375.00
300	Tyvek	\$0.07	\$21.00	\$21.00
300	Mailer	\$0.25	\$75.00	\$75.00
300	Insertion	\$0.02	\$6.00	\$6.00
300	Label Creation	\$0.05	\$15.00	\$15.00
300	Label Application	\$0.03	\$9.00	\$9.00
1	Label Freight	\$13.00	\$13.00	\$13.00
Total			1,514.00	1,064.00

CD Reproduction & Distribution



**US Army Corps
of Engineers**
Omaha District

See instructions
in README.TXT

Alter/Addition Dining Facility
Falcon AFB, CO
DACA45-96-B-0083

CD Reproduction & Distribution

- ❖ **Internal Distribution:** The objective is to move toward a paperless distribution system. In the interim some offices will still require paper copies of the solicitation. For example, the Fort Worth District has reduced distribution of paper to three copies of the drawings. Those three copies are distributed within Construction and Engineering Divisions. Specifications are printed by each reviewing office. It is the responsibility of each reviewing office to obtain additional copies. In Fort Worth, internal review at time of issuance is accomplished through the use of the Contract Viewer and the Local Area Network. It is at the discretion of each Activity to decide the most cost-effective process for handling internal distribution.
- ❖ **External Distribution:** This involves mailing the CD's to the Contractors. Each prospective bidder on the plan holder's list receives one copy of the solicitation and associated documents on the CD. An additional copy will be sent in the event a damaged CD is received.

Electronic Amendments

Electronic Amendments

- ❖ Electronic Amendment Options Are:
 - ❖ CD's - Used if files would exceed three (3) floppy disks.
 - ❖ Floppy Disks - Used if it doesn't exceed three (3) floppy disks.
 - ❖ FAX - If amendment is no more than five (5) pages.
 - ❖ Internet Only - A future option.

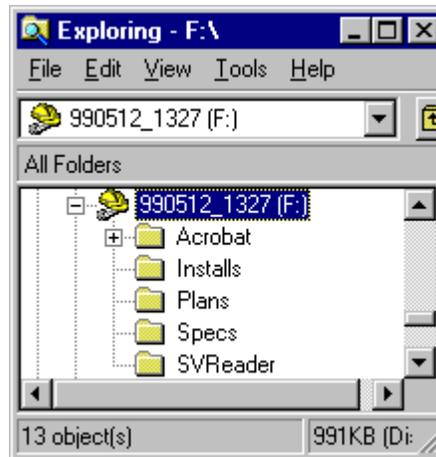
Electronic Amendments

- ❖ Electronic Amendment Process:
 - ❖ Entire sections or drawing sheets can easily be reissued.
 - ❖ Changes are identified by Amendment number and by marking the text. (i.e., underline, bold, italics.....)
 - ❖ Editing the .CON File.
 - ❖ Recommend duplication in-house on a floppy/CD-ROM duplicator.

CDROM Lab

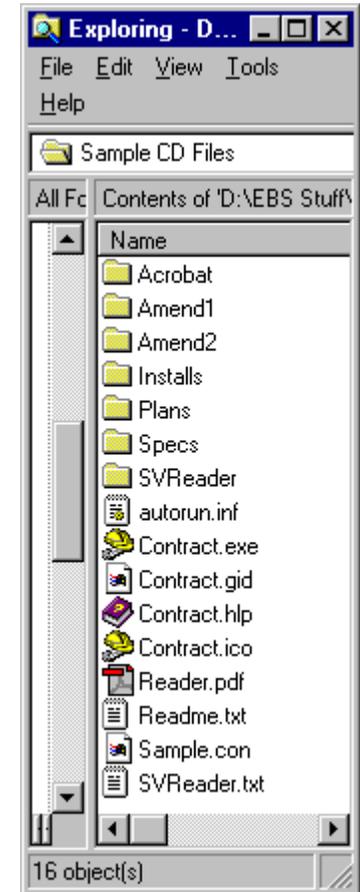
CDROM Lab

- ❖ In this lab you will assemble all the files that go on a typical EBS CD. We will not actually write a CD in class but the file structure we create could actually be written to a CD.
- ❖ The first step in creating the CD is to create a directory structure to hold all the files. Since you will be using the same directory structure for every solicitation there is no need to recreate it every time. We have provided a template for the directory structure on the class CD.



CDROM Lab

- ❖ Copy the files from the CD to your computer
- ❖ You should have a file structure similar to this one
- ❖ We will discuss the function of each file and sub-directory.

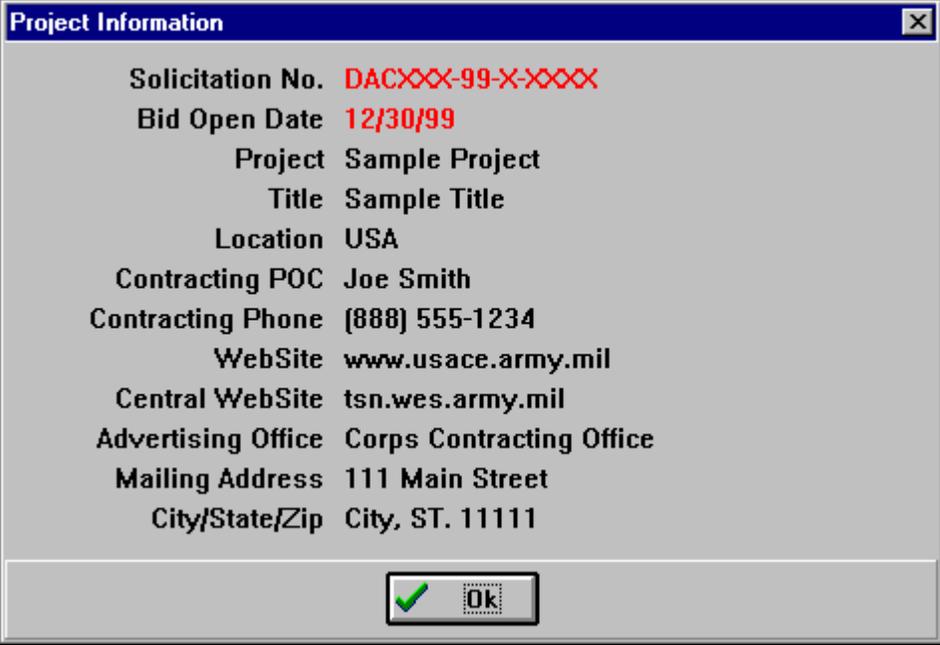


CDROM Lab

◆ \Acrobat	Adobe Acrobat Reader directory
◆ \Amend1	Amendment 1 directory
◆ \Amend2	Amendment 2 directory
◆ \Installs	Installation files directory (Viewers)
◆ \Plans	Plan files directory
◆ \Specs	Specification files directory
◆ \SVReader	SourceView Reader directory
◆ \autorun.inf	Auto-run information file
◆ \Contract.exe	Contract Viewer Program
◆ \Contract.hlp	Help file for Contract Viewer
◆ \Contract.ico	Icon file for Contract Viewer
◆ \Reader.pdf	Adobe Acrobat Reader Guide
◆ \Readme.txt	This file
◆ \Sample.con	CON file for this solicitation
◆ \Setup.exe	Contract Viewer Installation program

CDROM Lab

- ❖ Click on the file Contract.exe
- ❖ You should see the Project Information box.
- ❖ Open the file Sample.con to see how the Project Information is controlled.



The screenshot shows a dialog box titled "Project Information" with a close button (X) in the top right corner. The dialog contains the following text:

Solicitation No.	DACXXX-99-X-XXXX
Bid Open Date	12/30/99
Project	Sample Project
Title	Sample Title
Location	USA
Contracting POC	Joe Smith
Contracting Phone	(888) 555-1234
WebSite	www.usace.army.mil
Central WebSite	tsn.wes.army.mil
Advertising Office	Corps Contracting Office
Mailing Address	111 Main Street
City/State/Zip	City, ST. 11111

At the bottom of the dialog box, there is a button with a green checkmark icon and the text "Ok".

CDROM Lab

◆ Sample.con file

◆ [Solicitation]

- ◆ Solicitation No. = DACXXX-99-X-XXXX|Attention
- ◆ Bid Open Date = 12/30/99|Attention
- ◆ Project = Sample Project
- ◆ Title = Sample Title
- ◆ Location = USA
- ◆ Contracting POC = Joe Smith
- ◆ Contracting Phone = (888) 555-1234
- ◆ WebSite = www.usace.army.mil
- ◆ Central WebSite = tsn.wes.army.mil
- ◆ Advertising Office = Corps Contracting Office
- ◆ Mailing Address = 111 Main Street
- ◆ City/State/Zip = City, ST. 11111

◆ [Notes]

- ◆ Item01 = Summary, Bidders Mailing List, Printing Sources|Specs\Summary.pdf
- ◆ Item02 = Safety and Health Requirements Manual|Specs\385-1-1.pdf

◆ [Specs]

- ◆ Item01 = Contract Clauses|Specs\Div00.pdf
- ◆ Item02 = Technical Specifications|Specs\specs.pdf

CDROM Lab

- ◆ [Plans]
- ◆ Item01 = Plans\Plans\index.SVD

- ◆ [Amendments]
- ◆ Item01 = Amendment #0001|[Amend1]
- ◆ Item02 = Amendment #0002|[Amend2]

- ◆ [Amend1]
- ◆ Item01 = Drawings\Amend1\index_1.svd

- ◆ [Amend2]

- ◆ Item01 = Specifications\Amend2\am_2.pdf

- ◆ [Help]
- ◆ Item01 = Readme.txt|README.TXT
- ◆ Item02 = Acrobat Reader|Reader.pdf
- ◆ Item03 = Source View Reader|SVReader.txt



CDROM Lab

- ◆ [Hints]
- ◆ Help = Help
- ◆ Notes = Notes
- ◆ Specs = Specs
- ◆ Plans = Plans
- ◆ Amendments = Amendments

- ◆ [32Bit Viewers]
- ◆ .pdf = Acrobat\Reader\AcroRd32.exe
- ◆ .svd = SVReader\Svreader.exe

- ◆ [Installs]
- ◆ Item01 = Adobe Acrobat 4.0 (Win95/98/NT)|Installs\ar40eng.exe
- ◆ Item02 = Source View Reader|Installs\sv_inst.exe
- ◆ Item03 = Contract Viewer|Installs\Setup.exe

- ◆ [Settings]
- ◆ Notes = Enable
- ◆ Specs = Enable
- ◆ Plans = Enable
- ◆ ButtonBar = Enable
- ◆ Amendments = Enable
- ◆ AlwaysOnTop = Disable
- ◆ UseViewersOnCD = Enable

CDROM Lab

- ◆ Edit the [Solicitation] section
- ◆ Save the Sample.con file
- ◆ Close Contract Viewer and open it again to see the results of the changes
- ◆ That's all there's to it! Simple isn't it?

Appendix A

Biographical Sketches

Elias Arredondo

- ◆ Mr. Elias Arredondo is a Civil Engineer at the Tri-Service CADD/GIS Technology Center, Waterways Experiment Station, Vicksburg, Mississippi. He is a registered engineer in the state of California. Mr. Arredondo received a degree in Civil Engineering from the University of California, Davis, in 1981. After graduation he worked for two years for a pre-cast concrete contractor in the design and erection of high-rise buildings and parking structures. He then worked for one year for the USDA Soil Conservation Service designing flood control structures.
- ◆ Mr. Arredondo joined the Corps of Engineers, Sacramento District, in 1984. He served as a structural engineer in the design and analysis of buildings and flood control structures until 1993.
- ◆ He moved to Mississippi in 1993. Mr. Arredondo currently serves as the Tri-Service CADD/GIS Technology Center principal investigator for EBS. He has experience in CADD and Internet applications. Other interests include playing the trumpet and coaching youth baseball and basketball. Mr. Arredondo and his wife, Glenda, have four children.

Denver Heath

- ◆ Denver Heath is a contract specialist for the Fort Worth District US Army Corps of Engineers. He has been in Contracting Division for 3 1/2 years where he is responsible for negotiated acquisitions and implementing the latest technology for procurement procedures. He has a B.S. degree in education from Tarleton State University.

Cindy Siford

- ❖ Cindy is contract specialist with the Omaha District Corps of Engineers. Cindy has worked in Operations Division, Specifications Section of Engineering Division, and currently works in Contracting Division.
- ❖ Cindy has been involved in the Electronic Bid Set project since February 1996. Cindy also substitute taught at various grade levels after she graduated from college. Her teaching experience was concentrated in grades 4 through 6.
- ❖ Cindy has a Bachelor of Arts Degree in Elementary Education from Buena Vista University in Storm Lake, Iowa. Other training received: CEFMS train-the-trainer training; HTML levels I and II; and LEAD training.
- ❖ Cindy lives in Carter Lake, Iowa. Carter Lake is an Iowa town that is located on the Nebraska side of the Missouri River. She has two children, Kelli and Danny. They both attend St. Albert School in Council Bluffs, Iowa Bluffs. Some of her recreational activities include wallyball, jogging, country dancing, and cooking.

Appendix B

On-Line Resources

On-Line Resources

- ◆ These websites are provided for your information and convenience. While we have made every attempt to verify the accuracy of the web addresses listed below, you may find that the addresses and/or information have changed. Most sites provide a forwarding link to allow you to connect at their new site.

- ◆ Tri-Service Solicitation Network
 - ◇ <http://tsn.wes.army.mil>
 - ★ Participating Agencies
 - ★ Printing Services
 - ★ Working Group
 - ★ Software Downloads
 - ★ Sample EBS Web Site Files

- ◆ Miscellaneous Sites
 - ◇ <http://nais.nasa.gov/nasaproc.html> NASA Procurement Home Page
 - ◇ <http://www.safaq.hq.af.mil/contracting> Air Force Contracting Home Page
 - ◇ <http://cbdnet.gpo.gov> Commerce Business Daily (CBD)
 - ◇ <http://www.arnet.gov/far> Federal Acquisition Regulations (FAR)
 - ◇ <http://farsite.hill.af.mil> FAR and CBD files
 - ◇ <http://acqnet.sarda.army.mil> Army Acquisition Website

On-Line Resources

◆ Readers

- ◆ <http://www.adobe.com/prodindex/acrobat/readstep.html> Adobe Acrobat Reader
- ◆ <http://www.sv-sourceview.com> SourceView Reader
- ◆ <http://tsn.wes.army.mil/software> Contract Viewer

◆ Acrobat Related Files

- ◆ <http://tsn.wes.army.mil/software> Acrobuid

◆ SourceView Related Files

- ◆ <http://tsn.wes.army.mil/software> SVD Checker

◆ CALS Viewers / Takeoff Software

- ◆ <http://www.oncenter.com>
 - ★ ON-Screen Takeoff v1.30 by ON-Center is a royalty-free raster viewer capable of viewing .OST files (Similar to .SVD files), CALS group 4 and TIFF raster files.

On-Line Resources

◆ Forms

- ◆ <http://web1.whs.osd.mil/icdhome/formtab.htm> Air Force Site
- ◆ <http://acqnet.sarda.army.mil> Army Site
- ◆ <http://www.arnet.gov/far> GSA Federal Acquisition
- ◆ <http://www.usace.army.mil/inet/usace-docs> USACE Publications by HQUSACE

Appendix C

Correspondence

DRAFT

CEIM-1

DEPARTMENT OF THE ARMY

EC 25-1-252

U.S. Army Corps of Engineers
Washington, DC 20314-1000

Circular
No. 25-1-252

31 March 1997

Expires 31 March 1998
Information Management
**Transfer and Interchange Formats
for Electronic Documents**

1. **Purpose.** To implement policy for the use of a standard transfer and interchange format for final and/or authenticated documents.
2. **Applicability.** This circular is applicable to all HQUSACE/OCE elements and all USACE Commands.
3. **References.**
 - a. DOD Joint Technical Architecture (JTA), Version 1.0, 22 Aug 96.
 - b. Department of Army Technical Architecture (ATA), Version 4.5, 12 Nov 96.
 - c. OSD Continuous Acquisition and Life-Cycle Support; Specifications and Standards; MIL-PRF-28002B: Raster Graphics Representation in Binary Format; Rev. 14 Dec 92.
 - d. Engineer Circular 25-1-231, Information Management: Use of the Internet, 22 Mar 96.
4. **Background.**
 - a. Documents (see definition in appendix A) are created using many different software application programs. Each software application will have its own unique file format and version level which makes sharing the document difficult unless the receiver and sender have the same software program.
 - b. To insure the successful electronic transfer and interchange of final and or authenticated documents, it is necessary that USACE adopt a common file format which will eliminate file format incompatibility.

DRAFT

EC 25-1-252
31 March 1997

c. The use of a common document transfer and interchange format provides many benefits to document originators and users, such as providing:

(1) ability to transfer documents electronically as attachments to E-Mail, postings on the INTERNET or files on a CD-ROM.

(2) ability to read, print, conduct key word search, and clip text and graphics to Windows clipboard from document file.

(3) ability to access files in the transfer format with a single software application reader.

(4) ability to provide document uniformity, integrity, accuracy and authenticity.

(5) ability to transfer documents across a variety of operating systems (any Windows, Macintosh and Unix based system).

(6) ability to transfer compound documents (documents containing embedded graphics, tables, and formatted text).

5. Policy. It is the policy of the Corps that:

a. The Portable Document Format (PDF) will be used at all Corps organizational levels for the electronic interchange of final and/or authenticated non raster based documents within the Command when the primary purpose is for viewing or reference. Final and or authenticated documents can include products such as, but not limited to, official correspondence, memorandums, policies and directives, reports, specifications, miscellaneous publications, briefings, speeches, computer graphic presentations, scanned print media, electronic bid sets.

b. The Continuous Acquisition and Life-Cycle Support (CALS) Format will be used at all Corps organizational levels for the electronic interchange of final and/or authenticated raster-based images associated with technical drawings required for project design and construction, such as computer-aided design(CAD) engineering drawings which are included in bid sets.

c. PDF and CALS document interchange formats will be used for final and/or authenticated electronic document interchange through all electronic mediums, i.e., E-mail, CD-ROM, floppy disk, removable media of any type, etc.

d. PDF and CALS may be used, as appropriate, and such use is encouraged at all Corps organizational levels, for the electronic interchange of final and/or authenticated documents with external sources, i.e., other Department of Defense partners, Corps customers, etc.

e. Copyrighted material and material with information security sensitivity, which are converted either to PDF or CALS interchange format, will be accorded the same protection and rights of use as the record copy.

f. PDF and CALS document interchange formats are generally not used, nor recommended, for work-in-progress or application files such as databases, electronic fillable forms, CADD drawings and image files which must retain application functionality.

g. PDF or CALS document interchange formats will not be used as a substitution for the record copy required to be retained in original format for archival or record keeping purposes.

h. This policy does not preclude the use of Standard Generalized Markup Language (SGML) or HyperText Markup Language (HTML) as an appropriate interchange format for documents which are targeted for publication on the World Wide Web (WWW).

5. Responsibilities.

a. The HQUSACE Director of Information Management will:

(1) Establish, and periodically revise, the Command document interchange format policies as appropriate.

(2) Review compliance with the PDF/CALS interchange format policy at all levels of the command through the Information Resources Management Review and Oversight Program (IRMRPOP).

(3) Support acquisition, distribution, and maintenance of commercial-off-the-shelf (COTS) software targeted for implementing the Command PDF electronic document interchange policy.

b. Commanders at all organizational levels will:

(1) Ensure compliance in every business process area with the established Command standards for final and/or authenticated electronic document interchange requirements.

(2) Ensure that training opportunities are provided to team members who have responsibilities for final and/or authenticated electronic document dissemination.

(3) Ensure notification of the appropriate labor organization (s) that hold exclusive recognition to represent bargaining unit employees that may be impacted by this policy.

EC 25-1-252
31 March 1997

- c. Proponents/authors/action officers of final and/or authenticated electronic documents will:
- (1) Convert outgoing documents/information products to PDF or CALS as specified by this policy.
 - (2) Review to ensure accuracy and integrity of content of the converted document to the original information product.
 - (3) Maintain official record copy for all information products transferred to PDF or CALS which are to be managed as official records of the organization.

FOR THE COMMANDER:

OTIS WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

Appendix A

Definitions

Authenticated Document - A document being confirmed true, genuine, bona fide by signature or other established methods of confirmation or ratification.

Continuous Acquisition and Life-Cycle Support (CALIS) - CALIS is a software format which allows a user to view a vector-based drawing in a raster graphics software application reader.

Documents - For the purposes of this policy, a document is any information product which is comprised of text, images, drawings, data tables, graphs, etc. or combinations thereof. Document types consist of but are not limited to the following: official correspondence, memorandums, policies and directives, reports, specifications, miscellaneous publications, briefings, speeches, computer graphic presentations, scanned print media, electronic bid sets.

Final Document - The last document which is not intended to be altered or undone.

Interchange Formats - File formats used to allow the substitution of differing formats equally or respectively for another or to put each format in the place of another.

Portable Document Format (PDF) - PDF is a software format which allows a user to view any Windows or Macintosh file/document in a single software application reader.

Transfer Formats - File formats used in the process of exchanging, moving, passing, conveying electronic documents to another user.



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEMP-EC

16 January 1997

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Electronic Bid Sets (EBS) Training

1. The primary objectives of the Electronic Bid Sets (EBS) program are to develop the process, procedures and guidance to effectively replace the printed media for construction contract solicitation documents with an electronic bid package. The EBS consists of the distribution of contract documents, technical specifications and drawings on a compact disk (CD-ROM). The solicitation CD-ROM utilizes royalty-free viewing software and requires only a Windows based operating system. The use of the Internet allows prospective bidders to view, search and download project solicitation documents and order the CD-ROM for that solicitation. The CD-ROM will be considered as the official issuance of solicitation documents.
2. A partnering effort between CEMP, CEIM, and the Tri-Services CADD/GIS Technology Center has resulted in the success of several pilot projects and indicated significant saving. Corps-wide utilization of the EBS will produce large savings in natural resources and manpower. The use of EBS for the pilot projects has saved the printing of over 1,805,850 pages of documents. A stack of paper containing those pages would be almost 602 feet tall, or 47 feet higher than the Washington Monument and weigh over 9 tons.
3. The vision of this project is to migrate toward electronic bid documents incrementally but aggressively. To begin this progress each district or installation is requested to assemble and provide for training, an EBS team. This initial team should include team members from the Engineering, Information Management, Contracting, and Program/Project Management Divisions. A course is now being offered through the aegis of the Tri-Service CADD/GIS Technology Center to provide training on the preparation, operation and maintenance of EBS.
4. The training course will include lectures, presentations and hands-on exercises to guide students through the EBS process. Training on the use of the Adobe' Acrobat 3.0 and Dataware SourceView software for capturing and viewing documents will also be included. Training will be taught in four separate sessions on the dates indicated on the enclosed memorandum from the Tri-Services CADD/GIS Technology Center .
5. The HQUSACE is excited about this effort and its potential for improving construction contract bid document quality, attendant time and cost savings. Each Commander should identify design projects which would be appropriate for local EBS application and support development of an EBS team.

CEMP-EC
SUBJECT: Electronic Bid Sets (EBS) Training

6. The HQUSACE Points of Contract or POCs for this initiative are Justin Taylor/CEMP-EC/(202)761-1246 and Charles Gregory/CEIM-IV/(202)761-1813. If you have any technical questions about the course, please contact Mr. Matt Hale at (601) 634-3509 or Mr. Elias Arredondo at (601) 634-3140.

FOR THE COMMANDER:


KIYU K. CHEUNG, P.E.
Chief, Engineering Division
Directorate of Military Programs


DONALD J. WHITTEN
Colonel, Corps of Engineers
Director of Information Management


STEVEN L. STOCKTON, P.E.
Chief, Engineering Division
Directorate of Civil Works


THOMAS J. QUIGLEY
for Colonel, Corps of Engineers
Acting, Principal Assistant
Responsible for Contracting

Encl



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEIM-ZA (25-1)

14 JAN 97

MEMORANDUM FOR Commander/Directors, Major Subordinate Commands, Labs and Field Operating Activities, HQUSACE, Directors and Chiefs of Information Management

SUBJECT: Adobe Systems Software

1. Reference CEIM-IV MEMORANDUM, DATED: 7 JAN 97, SUBJECT: Software and Support Services for Electronic Document Interchange Format
2. Enclosed you will find copies of Adobe System software which are being provided to you for use in support of the new USACE Interchange Formats referenced in the Draft Engineer Policy EC 25-1-252, Contract #DACCA72-96-D-0003. Final and/or Authenticated Electronic Document Interchange Format: <http://www.usace.army.mil/inet/functions/fim/ceimp/ipm.html#EC251252>
3. The utilization of this software in the preparation of final and or authenticated command documents to the Portable Document Format (PDF), will ensure that document users have the ability to read, print, word search, and cut and paste text and graphics. Conversion of documents to PFD file format will also ensure the protection of the document from change.
4. When distributing this software, it is recommended that priority be given to staff members who are involved in preparation of Electronic Bid Sets. Team members who prepare Official Command Directives and Correspondence, Electronic Slide Presentations, and other final and/or authenticated documents which are being distributed for information on the INTERNET or by CD-ROM or other electronic media should also be high priority candidates for receipt of this software.
5. Additional software and training is available under Government Contract #DACCA72-96-D-0003, CTM Automated Systems, INC. The USACE designated point of contact for coordination of all acquisitions through this contract is James Otto, HQUSACE - CEIM-IV, 202-761-1291.
6. If you have any question with regard to the Electronic Document Interchange Format or the distribution of this Adobe Software, please call Charles A. Gregory, CEIM-IV, (202) 761-1813.

FOR THE COMMANDER:


DONALD J. WHITTEN
Colonel, Corps of Engineers
Director of Information Management



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO:
ATTENTION OF:

CEMP-ES (715k)

5 March 1996

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Electronic Bid Sets (EBS)

1. In FY95, at the request of HQUSSACE, the Tri-Service CADD/GIS Technology Center (the Center) began an investigation into the feasibility of producing construction contract bid documents in an electronic format. For the last year and one half the Center has been studying the contract bid development and award process, researching existing commercial software and hardware which could be utilized, assessing various Corps field initiatives in this area, and obtaining construction contractor feedback on this initiative. A methodology to create and deliver an electronic bid set (EBS) has now been developed, an electronic prototype created, and positive construction contractor response obtained.
2. An EBS Working Committee (the Committee) has also been established, composed of representatives of HQUSSACE, Omaha District, Mobile District, Fort Worth District, CEMES, Air Force Materiel Command and Navy Facility Engineers. This Committee has determined that five (5) pilot EBS projects should provide adequate testing of the Center's methodology and prototype. The first pilot project, which will be distributed on a CD-ROM, will be a Fort Worth District dormitory design for Edwards Air Force Base, CA. Fort Worth will prepare the EBS, and Los Angeles District will award and administer the construction contract.
3. At the conclusion of the bid process for each of the five pilot projects, the EBS methodology and prototype will be evaluated, a lessons learned document prepared, and further technology improvements considered. Individual pilot project results will be distributed to all Corps commands as they become available. When all five pilot projects have been bid, lessons learned will be consolidated, and HQUSSACE policy and procedures for the EBS initiative will be issued.
4. HQUSSACE is excited about the EBS initiative and its potential for improving construction contract bid document quality, and attendant time and cost efficiencies. Each Commander should stay apprised of this initiative and begin to identify design projects which would be appropriate for local EBS application. As we near the completion of this initiative in the next six or nine months, we will be soliciting the name(s) of your EBS project nominees.

2/21/97

5:07:24 PM

CEMP-ES
SUBJECT: Electronic Bid Sets (EBS)

5. The HOURSACE Engineering Division POCs for this initiative are
J. Justin Taylor/CEMP-ES/(202) 761-1246 and Roy Braden/CECM-EC/
(202) 761-1495. The HOURSACE Information Management POC for this
initiative is Charles Gregory/CEIM-IV/(202) 761-1813.

FOR THE COMMANDER:



STANLEY G. STEVENS
Major General, USA
Director of Civil Works



ALBERT J. GENETTI, JR.
Major General, USA
Director of Military Programs

CF:
District Commanders

[Return to EBS Home Page]



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEMP-EC

19 MAY 1997

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: General Accounting Office Decision on Issuance of Electronic Solicitation

1. This memorandum provides a summary of a General Accounting Office (GAO) decision concerning the right of the government to issue solicitations in only electronic format.
2. The reference for this memorandum is the protest of NuWestern USA Contractors, Inc., GAO File B-275514, February 27, 1997.
3. This protest arose out of a request for proposals to design and construct a Base Supplies and Equipment Warehouse at Buckley Air National Guard Base, Aurora, CO. The synopsis in the Commerce Business Daily (CBD) indicated that the USACE intended to issue the solicitation only on CD-ROM; with amendments to be issued on floppy disk, CD-ROM, or the Internet. The synopsis further advised that paper copies of the plans and specifications would not be provided by the government and that firms should check the agency's Internet address daily for changes to the solicitation. The protester argues that issuance of the solicitation in electronic format only, rather than in addition to paper copies, is unduly restrictive of competition. The protester argues that the use of the electronic format limits competition to those firms that possess the technology required to print the solicitation plans and specifications from the CD-ROM or that have the financial resources to pay a third party for the printing. By the government not providing printed copies of the solicitation, the government shifts the responsibility for adequacy, completeness and accuracy of the solicitation to potential offerors.
4. The GAO rejected the protester's argument and found that the agency's issuance of solicitation only in electronic format (CD-ROM) is not unduly restrictive of competition or otherwise inconsistent with applicable law and regulation; nothing in the regulations require issuance of paper solicitations. The Competition in Contracting Act of 1984 (CICA) requires contracting agencies to obtain full and open competition. This statute, along with the Small Business Act, contemplate that interested responsible sources will be given a copy of the solicitation and the opportunity to compete. With the advances in the information technology field, agencies have found that the use of an electronic format, in place of a paper format, can be more efficient and economical. Moreover, Congress clearly signaled its desire that agencies use electronic acquisition methods, with the enactment of the Federal Acquisition Streamlining Act of 1994. The CD-ROM contains the official copy of the solicitation plans and specifications, and as the USACE

CEMP-EC

19 MAY 1997

SUBJECT: General Accounting Office Decision on Issuance of Electronic Solicitation

conceded that the government is responsible for the accuracy, completeness and content of the solicitation issued by CD-ROM and for all amendments issued by CD-ROM, floppy disk, or by facsimile. The protest was denied.

5. USACE personnel responsible for electronic solicitations are urged to comply with the procedures and guidance for utilizing the EBS as provided in the EBS workshops. For full details on this GAO decision HQUSACE CECC should be consulted. Mr. Denver Heath, CESWF-CT-M, is the local point of contact at CESWF for this action.

6. Request that this memorandum be provided to all Chiefs/Directors of Contracting and Offices of Counsel.

7. Mr. Justin Taylor, (202) 761-1246 is the HQUSACE point of contact (POC) for the Electronic Bid Sets Project. This memorandum was coordinated with the Office of the Principal Assistant Responsible for Contracting and the Office of Chief Counsel.

FOR THE COMMANDER:


KISOR KHEUNG
Chief, Engineering Division
Directorate of Military Programs

CF:

COMMANDER,

U.S. ARMY ENGINEER REGION, COLUMBIA RIVER
U.S. ARMY ENGINEER REGION, GREAT LAKES
U.S. ARMY ENGINEER REGION, MISSOURI RIVER
U.S. ARMY ENGINEER REGION, OHIO RIVER
U.S. ARMY ENGINEER & SUPPORT CENTER, HUNTSVILLE
U.S. ARMY TRANSATLANTIC PROGRAMS CENTER
U.S. ARMY TRANSATLANTIC PROGRAMS CENTER, EUROPE
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U.S. ARMY ENGINEER DISTRICT, ALBUQUERQUE
U.S. ARMY ENGINEER DISTRICT, BALTIMORE
U.S. ARMY ENGINEER DISTRICT, BUFFALO
U.S. ARMY ENGINEER DISTRICT, CHARLESTON
U.S. ARMY ENGINEER DISTRICT, CHICAGO



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASH INGTON, D.C. 20314-10X1

REPLY TO
ATTENTION OF:

20 MAY 1997

CEMP-EC (715K)

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Electronic Bid Sets (EBS)

1. References:

- a. Memorandum, CEMP-ES, 5 March 1996, subject as above (Enclosure 1).
- b. Memorandum, CEMP-EC, 16 January 1997, subject: Electronic Bid Sets (EBS) Training (Enclosure 2).

2. In the current process of procuring construction contracts, the U.S. Army Corps of Engineers (USACE) spends millions of dollars each year on printing and distributing contract solicitation documents. Although prospective bidders may pay a nominal fee for the solicitation sets to offset printing and distribution costs, the total costs for printing, distribution and storage are never fully recovered. These solicitation documents are created electronically utilizing various word-processing and Computer Aided Design and Drafting (CADD) systems. The government converts these electronic files into printed media for delivery and distribution. The use of EBS will result in improving and streamlining the procurement process, eliminating unnecessary reproduction and storage of printed media, and allowing significant savings in resources for the USACE.

3. The EBS accomplishes this by allowing prospective bidders to view, search and download project solicitation documents electronically via the Internet and utilizing current compact disk (CD-ROM) technology. Prospective bidders are supplied a CD-ROM containing all contract documents and the royalty-free software that allows complete utilization of the documents. The only requirement is the use of a Windows based personal computer and an Internet browser. The EBS program implements a standard for the delivery and distribution of electronic contract solicitation documents.

4. The EBS has been successfully tested by various USACE activities on pilot projects. This success is due in large part to the efforts of the members of the EBS Working Group. The EBS Working Group consists of representatives from HQUSACE, Fort Worth, Omaha, Mobile, and Sacramento Districts, the Tri-Services CADD/GIS Technology Center, Air Force and Navy.

CEMP-EC (715K)

SUBJECT: Electronic Bid Sets (EBS)

5. We are now ready to field the EBS on a USACE-wide basis. On 5 March 1996, the Directors of Civil Works and Military Programs announced the EBS initiative and requested each Commander to stay apprised of this project and identify design projects which would be appropriate for local EBS application. A memorandum, dated 16 January 1997, reiterated HQUSACE commitment for the EBS and announced four initial Electronic Bid Solicitation Workshops. The training includes lectures and hands-on exercises to guide participants through the entire EBS process. Each USACE activity was requested to provide a multi-disciplined, EBS team for training. This EBS team is to be comprised of members from the Engineering, Information Management, Contracting and Program/Project Management Divisions.

6. The scheduled date for completion of initial EBS training for all USACE activities is the end of the current fiscal year (FY97). The target implementation milestone for the EBS is 100 percent of all MCA project bids in FY98. Successful use of EBS for contract solicitations will result in an optimized and efficient procurement system, saving resources for both the government and the taxpayer.

7. The Electronic Bid Solicitation Workshops are developed to assist in USACE-wide implementation. The Tri-Service CADD/GIS Technology Center, in coordination with HQUSACE, will act as an information resource for notice and schedule of Electronic Bid Solicitation Workshops training, and technical resource for information on development and modifications. The HQUSACE points of contact for this project are Mr. J. Justin Taylor/CEMP-EC/(202) 761-1246 and Mr. Charles Gregory/CEIM-IV/(202) 761-1813. Technical and workshop questions should be directed to Mr. Matt Hale/CEWES-ID/(601) 634-3509 or Mr. Elias Arredondo/CEWES-ID/(601) 634-3140.

FOR THE COMMANDER:



PHILLIP R. ANDERSON
Brigadier General, USA
Director of Military Programs

2 Encls

CF:

COMMANDER,
U.S. ARMY ENGINEER REGION, COLUMBIA RIVER
U.S. ARMY ENGINEER REGION, GREAT LAKES

CEMP-EC (715k)

SUBJECT: Electronic Bid Sets (EBS)

CF: (Cont.)

COMMANDER,

U.S. ARMY ENGINEER REGION, MISSOURI RIVER

U.S. ARMY ENGINEER REGION, OHIO RIVER

U.S. ARMY ENGINEER & SUPPORT CENTER, HUNTSVILLE

U.S. ARMY TRANSATLANTIC PROGRAMS CENTER

U.S. ARMY TRANSATLANTIC PROGRAMS CENTER, EUROPE

U.S. ARMY ENGINEER DISTRICT, ALASKA

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CEMP-EC (715K)

SUBJECT: Electronic Bid Sets (EBS)

CF: (Cont.)

COMMANDER,

U.S. ARMY ENGINEER DISTRICT, SEATTLE

U.S. ARMY ENGINEER DISTRICT, ST. LOUIS

U.S. ARMY ENGINEER DISTRICT, ST. PAUL

U.S. ARMY ENGINEER DISTRICT, TULSA

U.S. ARMY ENGINEER DISTRICT, VICKSBURG

U.S. ARMY ENGINEER DISTRICT, WALLA WALLA

U.S. ARMY ENGINEER DISTRICT, WILMINGTON

CECW-EP (715K)
SUBJECT: Electronic Bid Solicitations (EBS)

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U.S. ARMY ENGINEER DISTRICT, SAN FRANCISCO
U.S. ARMY ENGINEER DISTRICT, SAVANNAH

9314

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2/12/13

GF: GT

WN

✓ ED-D Ramie Dunn

~~Mike Watson~~

Dave McKeith

f.1e



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CECW-EP (715K)

17 NOV 1997

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Electronic Bid Solicitations (EBS)

I. References:

- a. Memorandum, CEMP-EC, 20 May 1997, subject as above (enclosure 1)
- b. Memorandum, CEMP-EC, 19 May 1997, subject: General Accounting Office Decision on Issuance of Electronic Solicitations (enclosure 2)
2. In reference 1a, Military Programs set a target of 100 percent of all Military Construction Army (MCA) project bids in FY 98 to be in Electronic Bid Solicitations (EBS) format. Reference 1b provides a summary of a General Accounting Office (GAO) decision upholding the Government's right to issue solicitations in only electronic format. Based on the success to date of the EBS on our military construction projects and its acceptance by the GAO, I am setting implementation targets for the Civil Works Program.
 - a. For FY 98 all construction projects over \$5M should be in EBS format, unless this will impact scheduled awards.
 - b. For FY 99 all construction projects over \$1M should be in EBS format.
 - c. For FY 00 all construction projects, except the minor incidental projects with just a few drawings and a few pages of specifications, should be in EBS format.
3. For those districts with little or no experience with the EBS format, you may wish to contact someone from the EBS Working Group which consists of representatives from HQUSACE/CEMP-EC, Ft. Worth; Omaha, Mobile, and Sacramento Districts, and/or the Tri-Services CADD/GIS Technology Center. Technical questions should be directed to Mr. Elias Arredondo, CEWES-ID, (601) 634-3 140. The HQs points of contact for policy and implementation issues are Mr. James Justin Taylor, CEMP-EC, (202)761- 1246 and Mr. Charles Gregory, CEIM-IV, (202) 761- 1813. The Civil Works point of contact is Mr. M.K. Miles, CECW-EP, (202) 761-8885.

FOR THE COMMANDER:

Encls


RUSSELL L. FUHRMAN
Major General, U.S. Army
Director of Civil Works

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CECW-FEP (7 1 5K)

SUBJECT: Electronic Bid Solicitations (EBS)

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U.S. ARMY ENGINEER DISTRICT, VICKSBURG

U.S. ARMY ENGINEER DISTRICT, WALLA WALLA

U.S. ARMY ENGINEER DISTRICT, WILMINGTON



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEMP-EC (7 15K)

20 MAY 1997

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Electronic Bid Sets (EBS)

1. References:

- a. Memorandum, CEMP-ES, 5 March 1996, subject as above (Enclosure 1).
- b. Memorandum, CEMP-EC, 16 January 1997, subject: Electronic Bid Sets (EBS) Training (Enclosure 2).

2. In the current process of procuring construction contracts, the U.S. Army Corps of Engineers (USACE) spends millions of dollars each year on printing and distributing contract solicitation documents. Although prospective bidders may pay a nominal fee for the solicitation sets to offset printing and distribution costs, the total costs for printing, distribution and storage are never fully recovered. These solicitation documents are created electronically utilizing various word-processing and Computer Aided Design and Drafting (CADD) systems. The government converts these electronic files into printed media for delivery and distribution. The use of EBS will result in improving and streamlining the procurement process, eliminating unnecessary reproduction and storage of printed media, and allowing significant savings in resources for the USACE.
3. The EBS accomplishes this by allowing prospective bidders to view, search and download project solicitation documents electronically via the Internet and utilizing current compact disk (CD-ROM) technology. Prospective bidders are supplied a CD-ROM containing all contract documents and the royalty-free software that allows complete utilization of the documents. The only requirement is the use of a Windows based personal computer and an Internet browser. The EBS program implements a standard for the delivery and distribution of electronic contract solicitation documents.
4. The EBS has been successfully tested by various USACE activities on pilot projects. This success is due in large part to the efforts of the members of the EBS Working Group. The EBS Working Group consists of representatives from HQUSACE, Fort Worth, Omaha, Mobile, and Sacramento Districts, the Tri-Services CADD/GIS Technology Center, Air Force and Navy.

Stral

CEMP-EC (715K)
SUBJECT: Electronic Bid Sets (EBS)

5. We are now ready to field the EBS on a USACE-wide basis. On 5 March 1996, the Directors of Civil Works and Military Programs announced the EBS initiative and requested each Commander to stay apprised of this project and identify design projects which would be appropriate for local EBS application. A memorandum, dated 16 January 1997, reiterated HQUSACE commitment for the EBS and announced four initial Electronic Bid Solicitation Workshops. The training includes lectures and hands-on exercises to guide participants through the entire EBS process. Each USACE activity was requested to provide a multi-disciplined, EBS team for training. This EBS team is to be comprised of members from the Engineering, Information Management, Contracting and Program/Project Management Divisions.

6. The scheduled date for completion of initial EBS training for all USACE activities is the end of the current fiscal year (FY97). The target implementation milestone for the EBS is 100 percent of all MCA project bids in FY98. Successful use of EBS for contract solicitations will result in an optimized and efficient procurement system, saving resources for both the government and the taxpayer.

7. The Electronic Bid Solicitation Workshops are developed to assist in USACE-wide implementation. The T&Service CADD/GIS Technology Center, in coordination with HQUSACE, will act as an information resource for notice and schedule of Electronic Bid Solicitation Workshops training, and technical resource for information on development and modifications. The HQUSACE points of contact for this project are Mr. J. Justin Taylor/CEMP-EC/(202) 761- 1246 and Mr. Charles Gregory/CEM-IV/(202)76 1 - 18 13. Technical and workshop questions should be directed to Mr. Matt Hale/CEWES-ID/(601) 634-3509 or Mr. Elias Arredondo/CEWES-ID/(601) 634-3140.

FOR THE COMMANDER:

2 Encls


PHILLIP R. ANDERSON
Brigadier General, USA
Director of Military Programs

CF:
COMMANDER,
U.S. ARMY ENGINEER REGION, COLUMBIA RIVER
U.S. ARMY ENGINEER REGION, GREAT LAKES

CEMP-EC (7 1 SK)
SUBJECT: Electronic Bid Sets (EBS)

CF: (Cont.)
COMMANDER,
U.S. ARMY ENGINEER REGION, MISSOURI RIVER
U.S. ARMY ENGINEER REGION, OHIO RIVER
U.S. ARMY ENGINEER & SUPPORT CENTER, HUNTSVILLE
U.S. ARMY TRANSATLANTIC PROGRAMS CENTER
U.S. ARMY TRANSATLANTIC PROGRAMS CENTER, EUROPE
U.S. ARMY ENGINEER DISTRICT, ALASKA
U.S. ARMY ENGINEER DISTRICT, ALBUQUERQUE
U.S. ARMY ENGINEER DISTRICT, BALTIMORE
U.S. ARMY ENGINEER DISTRICT, BUFFALO
U.S. ARMY ENGINEER DISTRICT, CHARLESTON
U.S. ARMY ENGINEER DISTRICT, CHICAGO
U.S. ARMY ENGINEER DISTRICT, DETROIT
U.S. ARMY ENGINEER DISTRICT, FAR EAST
U.S. ARMY ENGINEER DISTRICT, FORT WORTH
U.S. ARMY ENGINEER DISTRICT, GALVESTON
U.S. ARMY ENGINEER DISTRICT, HONOLULU
U.S. ARMY ENGINEER DISTRICT, HUNTINGTON
U.S. ARMY ENGINEER DISTRICT, JACKSONVILLE
U.S. ARMY ENGINEER DISTRICT, JAPAN
U.S. ARMY ENGINEER DISTRICT, KANSAS CITY
U.S. ARMY ENGINEER DISTRICT, LITTLE ROCK
U.S. ARMY ENGINEER DISTRICT, LOS ANGELES
U.S. ARMY ENGINEER DISTRICT, LOUISVILLE
U.S. ARMY ENGINEER DISTRICT, MEMPHIS
U.S. ARMY ENGINEER DISTRICT, MOBILE
U.S. ARMY ENGINEER DISTRICT, NASHVILLE
U.S. ARMY ENGINEER DISTRICT, NEW ENGLAND
U.S. ARMY ENGINEER DISTRICT, NEW ORLEANS
U.S. ARMY ENGINEER DISTRICT, NEW YORK
U.S. ARMY ENGINEER DISTRICT, NORFOLK
U.S. ARMY ENGINEER DISTRICT, OMAHA
U.S. ARMY ENGINEER DISTRICT, PHILADELPHIA
U.S. ARMY ENGINEER DISTRICT, PITTSBURGH
U.S. ARMY ENGINEER DISTRICT, PORTLAND
U.S. ARMY ENGINEER DISTRICT, ROCK ISLAND
U.S. ARMY ENGINEER DISTRICT, SACRAMENTO
U.S. ARMY ENGINEER DISTRICT, SAN FRANCISCO
U.S. ARMY ENGINEER DISTRICT, SAVANNAH

CEMP-EC (715K)

SUBJECT: Electronic Bid Sets (EBS)

CF: (Cont.)

COMMANDER,

U.S. ARMY ENGINEER DISTRICT, SEATTLE

U.S. ARMY ENGINEER DISTRICT, ST. LOUIS

U.S. ARMY ENGINEER DISTRICT, ST. PAUL

U.S. ARMY ENGINEER DISTRICT, TULSA

U.S. ARMY ENGINEER DISTRICT, VICKSBURG

U.S. ARMY ENGINEER DISTRICT, WALLA WALLA

U.S. ARMY ENGINEER DISTRICT, WILMINGTON



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEMP-ES (715K)

5/14/95

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Electronic Bid Sets (EBS)

1. In FY95, at the request of HQUSACE, the Tri-Service CADD/GIS Technology Center (the Center) began an investigation into the feasibility of producing construction contract bid documents in an electronic format. For the last year and one half the Center has been studying the contract bid development and award process, researching existing commercial software and hardware which could be utilized, assessing various Corps field initiatives in this area, and obtaining construction contractor feedback on this initiative. A methodology to create and deliver an electronic bid set (EBS) has now been developed, an electronic prototype created, and positive construction contractor response obtained.
2. An EBS Working Committee (the Committee) has also been established, composed of representatives of HQUSACE, Omaha District, Mobile District, Fort Worth District, CEWES, Air Force Materiel Command and Navy Facility Engineers. This Committee has determined that five (5) pilot EBS projects should provide adequate testing of the Center's methodology and prototype. The first pilot project, which will be distributed on a CD-ROM, will be a Fort Worth District dormitory design for Edwards Air Force Base, CA. Fort Worth will prepare the EBS, and Los Angeles District will award and administer the construction contract.
3. At the conclusion of the bid process for each of the five pilot projects, the EBS methodology and prototype will be evaluated, a lessons learned document prepared, and further technology improvements considered. Individual pilot project results will be distributed to all Corps commands as they become available. When all five pilot projects have been bid, lessons learned will be consolidated, and HQUSACE policy and procedures for the EBS initiative will be issued.
4. HQUSACE is excited about the EBS initiative and its potential for improving construction contract bid document quality, and attendant time and cost efficiencies. Each Commander should stay apprised of this initiative and begin to identify design projects which would be appropriate for local EBS application. ^{AS WE NEAR} the completion of this initiative in the next six or nine months, we will be soliciting the name(s) of your EBS project nominees.

Encl...

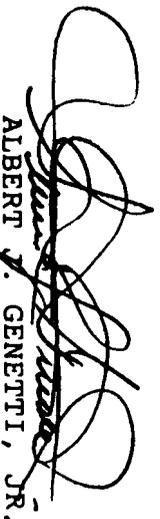
CEMP-ES
SUBJECT: Electronic Bid Sets (EBS)

5. The HQUSACE Engineering Division **POCs** for this initiative are J. Justin Taylor/CEMP-ES/(202) 761-1246 and Roy Braden/CECW-EC/(202) 761-1495. The HQUSACE Information Management POC for this initiative is Charles Gregory/CEIM-IV/(202) 761-1813.

FOR THE COMMANDER:



STANLEY G. GENEVA
Major General, USA
Director of Civil Works



ALBERT J. GENETTI, JR.
Major General, USA
Director of Military Programs

CF:
District Commanders



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEMP-EC

16 January 1997

MEMORANDUM FOR COMMANDERS. MAJOR SUBORDINATE COMMANDS

SUBJECT: Electronic Bid Sets (EBS) Training

1. The primary objectives of the Electronic Bid Sets (EBS) program are to develop the process, procedures and guidance to effectively replace the printed media for construction contract solicitation documents with an electronic bid package. The EBS consists of the distribution of contract documents, technical specifications and drawings on a compact disk (CD-ROM). The solicitation CD-ROM utilizes royalty-free viewing software and requires only a Windows based operating system. The use of the Internet allows prospective bidders to view, search and download project solicitation documents and order the CD-ROM for that solicitation. The CD-ROM will be considered as the official issuance of solicitation documents.
2. A partnering effort between CEMP, CEIM, and the Tri-Services CADD/GIS Technology Center has resulted in the success of several pilot projects and indicated significant saving. Corps-wide utilization of the EBS will produce large savings in natural resources and manpower. The use of EBS for the pilot projects has saved the printing of over 1805,850 pages of documents. A stack of paper containing those pages would be almost 602 feet tall, or 47 feet higher than the Washington Monument and weigh over 9 tons.
3. The vision of this project is to migrate toward electronic bid documents incrementally but aggressively. To begin this progress each district or installation is requested to assemble and provide for training, an EBS team. This initial team should include team members from the Engineering, Information Management, Contracting, and Program/Project Management Divisions. A course is now being offered through the aegis of the Tri-Service CADD/GIS Technology Center to provide training on the preparation, operation and maintenance of EBS.
4. The training course will include lectures, presentations and hands-on exercises to guide students through the EBS process. Training on the use of the Adobe[®] Acrobat 3.0 and Dataware SourceView software for capturing and viewing documents will also be included. Training will be taught in four separate sessions on the dates indicated on the enclosed memorandum from the Tri-Services CADD/GIS Technology Center.
5. The HQUSACE is excited about this effort and its potential for improving construction contract bid document quality, attendant time and cost savings. Each Commander should identify design projects which would be appropriate for local EBS application and support development of an EBS team.

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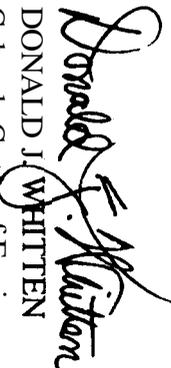
CEMP-EC
SUBJECT: Electronic Bid Sets (EBS) Training

6. The HOUSSACE Points of Contract or POCs for this initiative are Justin Taylor/CEMP-EC/(202)76 1 - 1246 and Charles Gregory/CEIM-IV/(202)76 1-1 8 13. If you have any technical questions about the course, please contact Mr. Matt Hale at (60 1) 634-3509 or Mr. Elias Arredondo at (601) 634-3 140.

FOR THE COMMANDER:

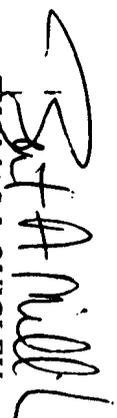

K. R. CHEUNG, P.E.

Chief, Engine&g Division
Directorate of ~~Military~~ Programs


DONALD J. WHITTEN
Colonel, Corps of Engineers
Director of Information Management



STEVEN L. STOCKTON, P.E.
Chief, Engineering Division
Directorate of Civil Works


THOMAS J. QUIGLEY
for Colonel, Corps of Engineers
Acting, Principal Assistant
Responsible for Contracting

Encl



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
WATERWAYS EXPERIMENT STATION, CORPS OF ENGINEERS
3909 HALLS FERRY ROAD
VICKSBURG, MISSISSIPPI 39190-6199

CEWES-ID-C

18 December 1996

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Training Course on Electronic Bid Solicitation(EBS)

1. The Tri-Service CADD/GIS Technology Center has developed guidelines, formats, procedures, and workflows to enable districts and installations to announce solicitations electronically via the Internet and CDROM. Prototype implementations have been conducted at the US Army Corps of Engineers and Navy sites over the past year. Which have shown significant cost savings. The Center has set up a server for this purpose with lessons learned and typical solicitations which can be used by the implementor and reached at "<http://isa.wes.army.mil>." As part of the FY97 project on EBS, a training course is being offered through the Center to provide the student with information on how to set up, operate, and maintain an EBS.

2. The training course will include lectures, presentations and hands-on exercises to guide students through the EBS process. It is recommended that each district or installation train individuals from the Information Management contracting, Engineering, and Program/Project Management Divisions. The training will be taught in four sessions on the dates shown below and will be held at the Tri-Smite CADD/GIS Technology Center located in the Information Technology Laboratory at the USAE Waterways Experiment Station in Vicksburg, Mississippi.

1 st Session:	25-28 February 1997
2 nd Session:	18-21 March 1997
3 rd Session:	1-4 April 1997
4 th Session:	15-18 April 1997

The cost is \$850 per student. Registration is available on a first-come, first-served basis for the tri-services, federal, and contractor communities.

3. The Tri-Service Center must receive an approved DD Form 1556 to cover the cost of attendance no later than:

10 February 1997	for 1 st Session
3 March 1997	for 2 nd Session
17 March 1997	for 3 rd Session
31 March 1997	for 4 th Session

Acceptance for the limited number of available spaces will be based upon the date and time of receipt of the DD Form 1556. If an approved DD Form 1,556 is received by FAX prior to receiving it through the mail, the time and date on the FAX will be used to determine acceptance. Non-government employees working as contractors for the Government may attend the course, if the Government agency they work for issues a MIPR for the tuition to the Tri-Service Center on their behalf. Commercial parties may attend the course on a space-available basis only. Payment from commercial parties will be in the form of a check payable to the U.S. Treasury Department, but mail to the Center. Government agencies and commercial parties should contact the Center for details. The address of the Center is:

HYDRAULICS
LABORATORY

GEOTECHNICAL
LABORATORY

STRUCTURES
LABORATORY

ENVIRONMENTAL
LABORATORY

COASTAL ENGINEERING
RESEARCH CENTER

INFORMATION
TECHNOLOGY LABORATORY

4. Due to the limited number of workstations available for this training, the following plan will be followed. An accepted DD Form 1556 will be considered as a **firm** commitment on the **part** of the Center to reserve a space for participation in the training course and a commitment on the part of the student to attend. Charges will be incurred whether or not the **student awards** Additional sessions at the Center or remote sites may be provided if the need is present.

5. Blocks of rooms have been established for each session as shown below. Please make your **reservations directly with** the hotel by the cutoff date. **Mention** the reservation code when **calling** the hotel.. The rate, **including tax**, is within perdiem. We are also enclosing a list of hotels for your convenience (**encl 1**) if you should **want** to select a different place. If you **have** any technical questions, please contact Mr. **Matt** Hale at (601) 6343509 or Mr. **Elias Arredondo** at (601) 634-3 140. Administrative **questions** and registration should be addressed to the Center at (601) 634-4582 or via fax (601) 634-4584.

Session Date	Hotel	Phone No.	Cutoff Date	Rate	Code
25-28 Feb 97	Days Inn Rainbow	601-638-7111	10 Feb 97	\$46 + Tax	COR1 corns of Engineers Electronic Bid Set
18-21 Mar 97	Days Inn Rainbow	601-638-7111	5 Mar 97	\$46 + Tax	COR2
1-4 Apr 97	Days Inn Rainbow	601-638-7 111	17 Mar 97	\$46 + Tax	COR3
15-18 Apr 97	Days Inn Rainbow	601-638-7111	2 Apr 97	\$46 + Tax	COR4


HAROLD L. SMITH
 Acting Chief, Tri-Service CADDIGIS
 Technology Center

CEMP-EC

19 MAY 1997

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: General Accounting Office Decision on Issuance of Electronic Solicitation

1. This memorandum provides a summary of a General Accounting Office (GAO) decision concerning the right of the government to issue solicitations in only electronic format.
2. The reference for this memorandum is the protest of **NuWestern USA** Contractors, Inc., GAO File B-275514, February 27, 1997.
3. This protest arose out of a request for proposals to design and construct a Base Supplies and Equipment Warehouse at Buckley Air National Guard Base, Aurora, CO. The synopsis in the Commerce Business Daily (CBD) indicated that the **USACE** intended to issue the solicitation only on CD-ROM; with amendments to be issued on floppy disk, CD-ROM, or the Internet. The synopsis further advised that paper copies of the plans and specifications would not be provided by the government and that firms should check the agency's Internet address daily for changes to the solicitation. The protester argues that issuance of the solicitation in electronic format only, rather than in addition to paper copies, is unduly restrictive of competition. The protester argues that the use of the electronic format limits competition to those firms that possesses the technology required to print the solicitation plans and specifications **from** the CD-ROM or that have the financial resources to pay a third party for the printing. By the government not providing printed copies of the solicitation, the government shifts the responsibility for adequacy, completeness and accuracy of the solicitation to potential offerors.
4. The GAO rejected the protester's argument and found that the agency's issuance of solicitation only in electronic format (CD-ROM) is not unduly restrictive of competition or otherwise inconsistent with applicable law and regulation; nothing in the regulations require issuance of paper solicitations. The Competition in Contracting Act of 1984 (CICA) **requires** contracting agencies to obtain full and open competition. This statute, along with the Small Business Act, contemplate that interested responsible sources will be given a copy of the solicitation and the opportunity to compete. With the advances in the information technology field, agencies have found that the use of an electronic format, in place of a paper format, can be more efficient and economical. Moreover, Congress clearly signaled its desire that agencies use electronic acquisition methods, with the enactment of the Federal Acquisition **Streamlining** Act of 1994. The CD-ROM contains the official copy of the solicitation plans and specifications, and as the **USACE**

CEMP-EC

SUBJECT: General Accounting Office Decision on Issuance of Electronic Solicitation

Excel 2

conceded that the government is responsible for the accuracy, completeness and content of the solicitation issued by CD-ROM and for all amendments issued by CD-ROM, floppy disk, or by facsimile. The protest was denied.

5. **USACE** personnel responsible for electronic solicitations are urged to comply with the procedures and guidance for utilizing the EBS as provided in the EBS workshops. For **full** details on this GAO decision HQUSACE CECC should be consulted. Mr. Denver Heath, CESWF-CT-M, is the local point of contact at CESWF for this action.

6. Request that this memorandum be provided to all Chiefs/Directors of Contracting and Chiefs of Counsel.

7. Mr. Justin Taylor, (202) 761-1246 is the HQUSACE point of contact (**POC**) for the Electronic Bid Sets Project. This memorandum was coordinated with the Office of the Principal Assistant Responsible for Contracting and the Office of Chief Counsel.

FOR THE COMMANDER:

/s/

KISUK CHEUNG
Chief, Engineering Division
Directorate of Military Programs

CF:

COMMANDER,
U.S. ARM-Y ENGINEER REGION, COLUMBIA RIVER
U.S. **ARMY** ENGINEER REGION, GREAT LAKES
U.S. ARMY ENGINEER REGION, MISSOURI RIVER
U.S. **ARMY** ENGINEER REGION, OHIO RIVER
U.S. ARMY ENGINEER & SUPPORT CENTER **HUNTSVILLE**
U.S. ARMY TRANSATLANTIC PROGRAMS CENTER
U.S. **ARMY** TRANSATLANTIC PROGRAMS CENTER, EUROPE
U.S. ARMY ENGINEER DISTRICT, ALASKA
U.S. ARMY ENGINEER DISTRICT, ALBUQUERQUE
U.S. ARMY ENGINEER DISTRICT, BALTIMORE
U.S. ARMY ENGINEER DISTRICT, BUFFALO
U.S. ARMY ENGINEER DISTRICT, CHARLESTON
U.S. ARMY ENGINEER DISTRICT, CHICAGO

CEMP-EC

SUBJECT: General Accounting Office Decision on Issuance of Electronic Solicitation
CF: (Cont.)

COMMANDER,

U. S. ARMY ENGINEER DISTRICT, DETROIT
U.S. ARMY ENGINEER DISTRICT, FAR EAST
U.S. **ARMT** ENGINEER DISTRICT, FORT WORTH
U.S. ARMY **ENGINEER** DISTRICT, GALVESTON
U.S. ARMY ENGINEER DISTRICT, HUNTINGTON
U.S. ARMY ENGINEER DISTRICT, JACKSONVILLE
U.S. ARMY ENGINEER DISTRICT, JAPAN
U.S. ARMY ENGINEER **DISTRICT**, KANSAS CITY
U.S. ARMY ENGINEER DISTRICT, LITTLE ROCK
U.S. ARMY ENGINEER DISTRICT, LOS ANGELES
U.S. ARMY ENGINEER DISTRICT, LOUISVILLE
U.S. ARMY ENGINEER DISTRICT, MEMPHIS
U.S. ARMY ENGINEER DISTRICT, MOBILE
U.S. ARMY ENGINEER DISTRICT, NASHVILLE
U.S. ARMY ENGINEER DISTRICT, NEW ENGLAND
U.S. ARMY ENGINEER DISTRICT, NEW ORLEANS
U.S. ARMY ENGINEER DISTRICT, NEW YORK
U.S. ARMY ENGINEER DISTRICT, NORFOLK
U.S. ARMY ENGINEER DISTRICT, OMAHA
U.S. ARMY ENGINEER DISTRICT, PHILADELPHIA
U.S. ARMY ENGINEER DISTRICT, PITTSBURGH
U.S. ARMY ENGINEER DISTRICT, PORTLAND
U.S. ARMY ENGINEER DISTRICT, ROCK ISLAND
U.S. ARMY ENGINEER **DISTRICT**, SACRAMENTO
U.S. ARMY ENGINEER DISTRICT, SAN FRANCISCO
U.S. ARMY ENGINEER DISTRICT, SAVANNAH
U.S. ARMY ENGINEER DISTRICT, SEATTLE
U.S. ARMY ENGINEER DISTRICT, ST. LOUIS
U.S. ARMY ENGINEER DISTRICT, ST. PAUL
U.S. ARMY ENGINEER DISTRICT, TULSA
U.S. ARMY ENGINEER DISTRICT, VICKSBURG
U.S. ARMY ENGINEER DISTRICT, **WALLA WALLA**
U.S. ARMY ENGINEER DISTRICT, **WILMINGTON**

Appendix D

Acronyms

Acronyms

- ❖ ASCII American Standard Code for Information Interchange
- ❖ BLD File that is used for combining PDF files
- ❖ CALS Continuous Acquisition and Life-Cycle Support
- ❖ CBD Commerce Business Daily
- ❖ CEFMS Corps of Engineers Financial Management System
- ❖ CGI Common Gateway Interface
- ❖ MSDOS Microsoft Disk Operating System
- ❖ EBS Electronic Bid Set
- ❖ ECBMS Electronic Contract Bid Management System
- ❖ EDI Electronic Data Interchange
- ❖ IFB Invitation for Bids
- ❖ GB Gigabyte - 1,000MB
- ❖ KB Kilobyte - 1024 bytes
- ❖ MB Megabyte - 1,000KB
- ❖ NT New Technology (Microsoft Windows NT)

Acronyms

- ❖ PDF Portable Document Format
- ❖ RAM Random Access Memory
- ❖ SAACONS Standard Army Automated Contracting System
- ❖ SI SpecsIntact
- ❖ SVD Source View Document
- ❖ TXT ASCII text file
- ❖ VB Microsoft Visual Basic
- ❖ RFP Request for Proposals
- ❖ CD-ROM Compact Disk - Read Only Memory
- ❖ PO Purchase Order
- ❖ IDQC Indefinite Delivery Quantity Contract