

**Electronic Business Proposal System Help File
Subcontractor**

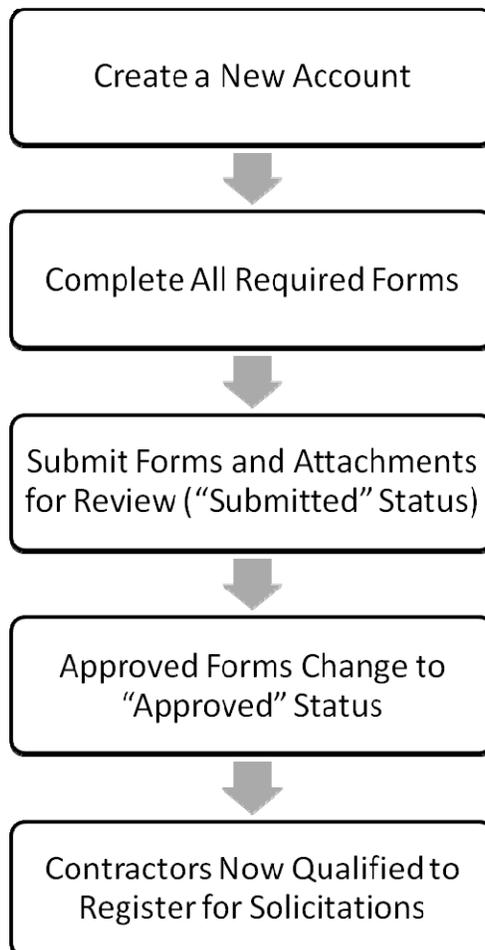
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Overview

Battelle Memorial Institute operates the Pacific Northwest National Laboratory for the Department of Energy (DOE) under Contract No. DE-AC05-76RL01830. Battelle is committed to providing DOE the best value possible in all of its contract awards, soliciting best-in-class expertise in a competitive market from reliable and responsible contractors and architects, who demonstrate the skill, experience, and qualifications necessary to safely and effectively perform the intended work. To accomplish this, Battelle intends to merge the integrity and character of traditional face-to-face business relationships with the speed and efficiency of today's information technology using the Electronic Business Proposal system (EBS).

Below is a brief overview of the EBS process for Subcontractors.



Creating a New Account

In order to submit your qualifications, you need to create an account.

Steps

1. Click on the Login link (found on the left side navigation under Account Options).
2. Click on Create a New Account (found under “Not yet registered?”). See Figure 1.

The screenshot shows the PNNL website header with the Pacific Northwest National Laboratory logo and the U.S. Department of Energy logo. A navigation bar contains links for PNNL Home, About, Research, Publications, Jobs, Newsroom, and Contacts, along with a search bar labeled 'Search PNNL'. Below the header is a 'Doing Business' section. On the left is a sidebar menu with 'Electronic Bid Solicitation (EBS) System' and 'Account Options'. Under 'Account Options', the 'Login' link is circled in red. The main content area is titled 'Electronic Bid Solicitation (EBS) System' and contains a 'Log In' form with 'User Name' and 'Password' fields and a 'Log In' button. Below the form are links for 'Not yet registered?', 'Create a new account' (circled in red), 'Forgot your password?', and 'Reset your password'.

Figure 1. Login screen.

3. Complete the fields requested and click Create User. All fields are required for you to continue. See Figure 2.

The screenshot shows the Pacific Northwest National Laboratory (PNNL) website. At the top left is the PNNL logo. To the right is the U.S. Department of Energy logo. Below these are navigation links: PNNL Home | About | Research | Publications | Jobs | Newsroom | Contacts. A search bar labeled 'Search PNNL' is on the right. A dark orange bar contains the text 'Doing Business'. Below this is a sidebar with three sections: 'Electronic Bid Solicitation (EBS) System' (with links like EBS Home, Submit Qualifications, etc.), 'Account Options' (with links like Login, View/Update profile, etc.), and 'Doing Business'. The main content area is titled 'User Profile' and contains a form for 'Account Information'. The form has the following fields: User Name, Password, Confirm Password, E-mail, Security Question, and Security Answer. Each field has a corresponding text input box. At the bottom of the form is a 'Create User' button.

Figure 2. User Profile - screen 1. All fields are required for you to continue.

4. Complete the User Profile page. All fields are required for you to continue. See Figure 3.



NOTE: Changes to your User Profile can be made at any time by clicking on View/Update profile in the left side navigation under Account Options.



TIP: If you do not have an answer to a specific field, you can enter a placeholder and enter details later.

Doing Business

Electronic Bid Solicitation (EBS) System

- EBS Home
- Submit Qualifications
- Advertised Solicitations
- Archived Solicitations
- Bid Results
- View Planholders

Account Options

- Login
- View/Update profile
- View/Update Qualifications
- Register for solicitations
- Change your password

Doing Business

- Contracts Home
- Documents
- Small Business Program
- Solicitations
- Yellow Pages
- Contacts
- About Us

User Profile

Account Information:

General Information:

First Name:

Last Name:

Company Information:

Company Name:

Areas of Specialization:

<input type="checkbox"/> 02 - Excavation	<input type="checkbox"/> 10 - Specialties
<input type="checkbox"/> 03 - Concrete	<input type="checkbox"/> 11 - Equipment
<input type="checkbox"/> 04 - Masonry	<input type="checkbox"/> 12 - Furnishings
<input type="checkbox"/> 05 - Metals	<input type="checkbox"/> 13 - Special Construction
<input type="checkbox"/> 06 - Wood and Plastics	<input type="checkbox"/> 14 - Conveying Systems
<input type="checkbox"/> 07 - Thermal / Moisture Protection	<input type="checkbox"/> 15 - Mechanical
<input type="checkbox"/> 08 - Doors and Windows	<input type="checkbox"/> 16 - Electrical
<input type="checkbox"/> 09 - Finishes	

Street Address:

Street Address:

City:

State:

Zip Code:

Mailing Address:

Mailing Address:

City:

State:

Zip Code:

Phone, Fax, Email:

Phone:

Fax:

Email:

Contractor Type:

Contractor Type:

Figure 3. User Profile – screen 2. All fields are required for you to continue.

Submitting Qualifications

Once an account has been created, you can start completing the forms for submitting your qualifications. You will be required to complete a total of three forms.

Part 1. General Company Profile

1. The first block, General Information, will be auto-completed with the information you entered when creating your account. See Figure 4.

The screenshot shows the Pacific Northwest National Laboratory website. The header includes the PNNL logo, navigation links (PNNL Home, About, Research, Publications, Jobs, Newsroom, Contacts), and a search bar. The main content area is titled "Doing Business" and contains a "General Contractor Qualification Statement" form. The form is titled "Part 1 - General Company Profile" and contains a "General Information" section with the following fields:

Contact Person Last Name:	Doe
Contact Person First Name:	Jane
Telephone Number:	509-555-5555
Fax Number:	509-555-5555
Email Address:	jane.doe@pnl.gov

Figure 4. The General Information block is completed with information gathered when you created your account.

2. The second block, Licensing, should be completed with the licenses you hold that are required for you to perform your services. After completing the license information, click Add License. See Figure 5.



NOTE: If you want to list only one license, you *must* click Add License to add it to the table, or your license information will not be saved.

Logout

View/Update profile

View/Update Qualifications

Register for solicitations

Change your password

Doing Business

Contracts Home

Documents

Small Business Program

Solicitations

Licensing

Indicate licenses you hold that are required for you to perform your services.

Please click the "Add License" button after entering each license.

License Type / Name:

State:

Number:

ID	License Name	License State	License Number	
92	eterag	WA	123456	Remove
93	adg	asg	adf	Remove
95	test	test	test	Remove

Figure 5. Click Add License to record information about each license entered. Once the license is listed in the table, the information has been captured in the form.

3. Click either Small or Large to indicate your business size.
4. Enter your Industry Classification Codes and Numbers (NAICS). If you do not know a number, enter a placeholder. See Figure 6.

Business Size

Small Large

Industry Classification Codes and Numbers

NAICS:

Figure 6. Placeholders can be entered for the Industry Classification Codes and Numbers.

5. Enter the requested information for your business operations. *Where dollar values are requested, do not enter a \$ sign or comma.* See Figure 7.

Business/Operations

Gross Revenue Last Year:	<input type="text" value="231321.22"/>
Current Backlog:	<input type="text" value="2122.22"/>

Figure 7. Do not enter a \$ sign or a comma when asked to enter monetary information.

6. Answer Yes or No to the next four questions. If you answer Yes to any of the questions, a free-text block will appear for you to enter an explanation. See Figure 8.

Has your firm ever failed to complete any work awarded?

Yes No

Are there any judgments, claims, arbitrations or suits pending or outstanding against your company?

Yes No

Please provide a narrative explanation:

Has your firm filed any law suit, or requested arbitration against a contract within the last 3 years?

Yes No

Can your Accounting system adequately separate cost for Change Order or T&M Work?

Yes No

Figure 8. Answering Yes to any of the four questions will cause a prompt for you to enter a narrative explanation.

7. Complete the Quality Assurance section by answering Yes or No to having a written Quality Assurance Plan or working under an approved General Contractor's QA Plan. See Figure 9.

Quality Assurance

Does your company have a written Quality Assurance Plan or have you ever worked under an approved General Contractor's QA Plan?

Yes No

Figure 9. Answer Yes or No to complete the Quality Assurance section.

8. Once all questions have been answered, click Next to move to the next page. You may also save the form and return to the process later. To do this, click Save & Quit.



NOTE: Each question must be answered in order to save the form. If you missed a question, when you click Save & Quit, an error will be displayed, and a red asterisk will appear next to the question that was unanswered.



NOTE: Leaving in the middle of completing a form will not save data.



TIP: To make changes to the forms, click on Submit Qualifications in the left side navigation. Placeholders may be used; forms are not reviewed until the forms are completed and submitted.

Part 2. ES&H Responsibility

1. Enter your company's Experience Modification Rate or Workman's Compensation Risk Rating, then the average number of employees and the total number of hours worked for the three most recent completed years, including year-to-date numbers for the current year. See Figure 10.

Part 2 - ES&H Responsibility

This is a qualification statement for a Contractor seeking approval to provide construction services to Battelle as a prime or general contractor. A separate Subcontractor qualification statement shall be completed for each lower-tier subcontractor.

Experience Rating and Work Hour Summary

List your Company's Experience Modification Rate (EMR) or Workman's Compensation Risk Rating, the average number of employees and the total number of hours worked for the three most recent completed years, including year-to-date numbers for the current year. *Contractors must have a minimum EMR of 1.0 in the company's most current EMR statement, or an EMR less than 1.0 on a three year rolling average; whichever is lower.*

1. EMR:	
This Year:	<input type="text" value="790.00"/>
Last Year:	<input type="text" value="790.00"/>
Next Recent:	<input type="text" value="790.00"/>
Next Recent:	<input type="text" value="790.00"/>
2. Average Number of Employees:	
This Year:	<input type="text" value="790.00"/>
Last Year:	<input type="text" value="790.00"/>
Next Recent:	<input type="text" value="790.00"/>
Next Recent:	<input type="text" value="790.00"/>
3. Total Hours Worked:	
This Year:	<input type="text" value="790.00"/>
Last Year:	<input type="text" value="790.00"/>
Next Recent:	<input type="text" value="790.00"/>
Next Recent:	<input type="text" value="790.00"/>

Figure 10. Experience Rating and Work Hour Summary.

2. Answer Yes or No to the next two questions. Answering No to the second question in the Environmental, Safety and Health Program Certification and Agreement block will *not* immediately require you to upload documentation. You will be prompted to upload this information once all three forms are completed and submitted. See Figure 11.
3. Answer Yes or No indicate any violations, citations, or fatality history. Answering Yes will cause a free-text box to appear for you to enter more information. This information is required. Your form will not be accepted without the information.
4. Enter your subcontractor incidence rate, BLS incidence rate, and NAICS code.

Environmental, Safety and Health Program Certification and Agreement

The Contractor CERTIFIES that it has an OSHA/State Labor & Industries Compliant Safety and Health Program. A YES certification is required to meet qualification requirements.

Yes No

The Contractor agrees to abide by the latest version of the Battelle Construction, Environmental Safety and Health Manual and adopt all its provisions for all work performed on this Contract. *If NO, submit a copy of your written Manual for evaluation. Meeting qualification requirements is contingent upon Battelle approval of the contractor Manual. You will be instructed to upload your files at the end of the submission process.*

Yes No

Violation/Citation/Fatality History - OSHA/State/EPA or Other Regulatory Agency

Has your company received any violations, citations, or fatalities this year or in the last 3 previous years?

Yes No

Bureau of Labor Statistics (BLS) Rating

Using the BLS's [Incidence Rate Calculator and Comparison Tool](#), calculate your company's incidence rate and compare your rate to the BLS's most recent table of Incidence rates of nonfatal occupational injuries and illnesses by industry and case types by [NAICS code](#) (.pdf). *Subcontractor rates must be equal to or below the BLS table of incidence rates for subcontractor qualification.*

Subcontractor Incidence Rate:

BLS Incidence Rate:

NAICS Code:

Figure 11. Answering No to the second question shown will not immediately require you to upload documentation. This will be required once you submit all three completed forms.

- Once all questions have been answered, click Next to move to the next page. You may also save the form and return to the process later. To do this, click Save & Quit.



NOTE: Each question must be answered in order to save the form. If you missed a question, when you click Save & Quit, an error will be displayed, and a red asterisk will appear next to the question that was unanswered.



NOTE: Leaving in the middle of completing a form will not save data.



TIP: To make changes to the forms, click on Submit Qualifications in the left side navigation. Placeholders may be used; forms are not reviewed until the forms are completed and submitted.

Part 3. Past Performance

1. To add projects, enter the information, then click Add Project. See Figure 12.



NOTE: If you want to list only one project, you *must* click Add Project to add it to the table, or your project information will not be saved.

Pacific Northwest NATIONAL LABORATORY

PNNL Home | About | Research | Publications | Jobs | Newsroom | Contacts Search PNNL

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General Contractor Qualification Statement

Part 3 - Past Performance

Specific performance experience, capability and capacity are considered minimum past performance requirements for this work and should be reflected in your summary of sample projects.

Summary of Sample Projects Last 3-5 Years

Project Name:

Client Name:

Phone Number:

Date Completed:

Dollar Value of Work Performed:

Duration (calendar days):

Description of Project:

Add Project

ID	Project Name	
36	Awesome	Remove

Next **Save & Quit**

Figure 12. Click Add Project after entering information for each project. Once the project appears in the table, it has been captured in the form.

2. Once all projects have been entered, click Next to move to the next page. You may also save the form and return to the process later. To do this, click Save & Quit.



NOTE: Each question must be answered in order to save the form. If you missed a question, when you click Save & Quit, an error will be displayed, and a red asterisk will appear next to the question that was unanswered.



NOTE: Leaving in the middle of completing a form will not save data.



TIP: To make changes to the forms, click on Submit Qualifications in the left side navigation. Placeholders may be used; forms are not reviewed until the forms are completed and submitted.

Uploading Files

Once you have clicked Submit from the Past Performance form, you are directed to Pacific Northwest National Laboratory's external FTP site to upload any required files. You will be reminded of the documentation you are required to upload at the top of the page. See Figure 13.

The screenshot shows the Pacific Northwest National Laboratory website. At the top, there is a navigation bar with links for PNNL Home, About, Research, Publications, Jobs, Newsroom, and Contacts, along with a search box. Below this is a 'Doing Business' section. On the left, there is a sidebar for the 'Electronic Bid Solicitation (EBS) System' with links for EBS Home, Submit Qualifications, Advertised Solicitations, and Archived Solicitations. The main content area contains a list of documents to be submitted: Environmental, Safety and Health Program Manual, QA Program Manual, and Written QA Implementation Procedures. A red circle highlights this list. Below the list, a note states: 'After uploading your files, you must click the Submit button at the bottom of this page to complete the qualifications submission process.'

Figure 13. At the top of this page, a list of the files you are required to upload will be displayed.

1. The following fields will be pre-populated once you get to the FTP tool: To; Subject; and Message. Changes can be made to any of the fields. *Do not make any changes to the To field, as this is the address to which your forms and files should be sent.* Click the Next button in the FTP screen. See Figure 14.



NOTE: Clicking Submit instead of Next will submit your forms **without the necessary documentation.**

PNNL Web File Transfer Service

Use this file transfer service to send files (up to 1 gigabyte) with your collaborators. To begin, enter your email address in the **From:** box and your recipient's email address in the **To:** box. Then, type in your **Subject** and **Message** text, and click **Next**. If you don't know your recipient's email address, type their name in the **To:** box and click the magnifying glass icon to initiate a search. To add more recipients, click the plus icon.

NOTE: Uploaded files will remain on the server for 10 days. Do **not** use this service if your files contain sensitive information.

From:

To: + 

Subject:

Message:

Webmaster: [PNNL Collaboration Team](#)
Reviewed: Wednesday, January 31, 2007

Figure 14. The **To**, **Subject**, and **Message** fields will be pre-populated for you. Click the **Next** button in the FTP screen.

2. Click on Browse to select the file you want to upload from your computer. Only one file can be selected per line shown. See Figure 15.
3. Once you have selected up to four files, click Start Upload. A window will appear showing the file transfer progress.

PNNL Web File Transfer Service

Upload your file(s)

Files uploaded by the PNNL Web File Transfer Service should be 1 GB or smaller and will automatically be deleted after 10 days.

Important! *The PNNL File Transfer Website may not be used to transfer files with classified or other sensitive data (i.e., OOU).*

NOTE: *For best performance with file uploads larger than 200 MB, you should use Internet Explorer for Windows to take full advantage of faster uploads and additional features.*



The screenshot displays a web interface for file uploads. It consists of four horizontal input fields, each with a 'Browse...' button to its right. Below these fields are two buttons: 'Back' and 'Start Upload'.

Webmaster: [PNNL Collaboration Team](#)

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Figure 15. You can upload up to four files. The maximum capacity for uploading files is 1 gigabyte.

4. Once the file transfer is complete, you will see a Thank You note in the FTP screen. ***This is not the final Thank You for submitting your qualifications package.*** See Figure 16.
5. Click Submit (under the FTP screen) to submit the entire qualifications package.

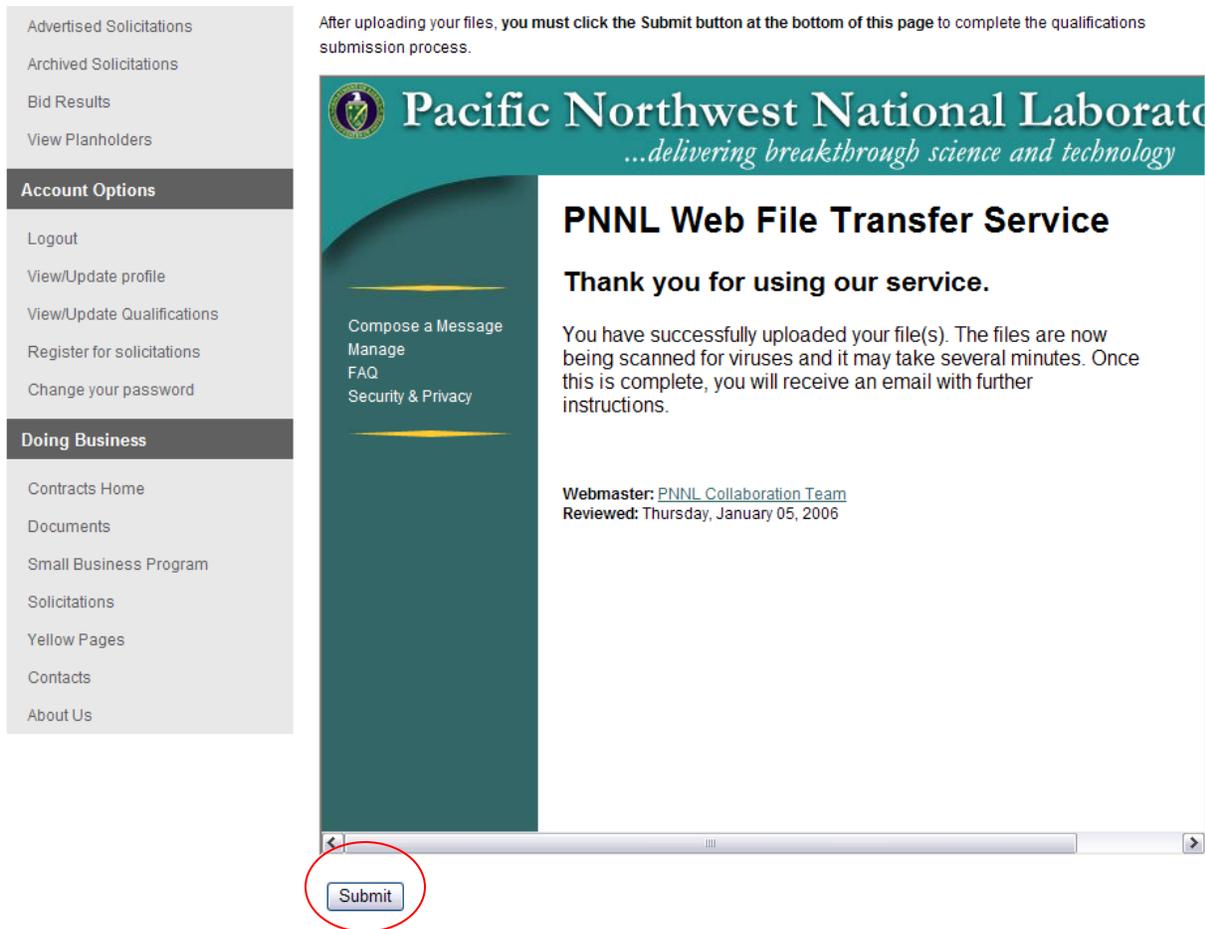


Figure 16. The FTP Thank You note is *not* the final thank you for submitting the files. Once the files are uploaded, click Submit (under the FTP screen).

6. Once you click Submit, you will see the final Thank You message from the EBS indicating the qualifications package has been submitted. See Figure 17. You will also receive an email notification indicating your qualifications package has been successfully received.

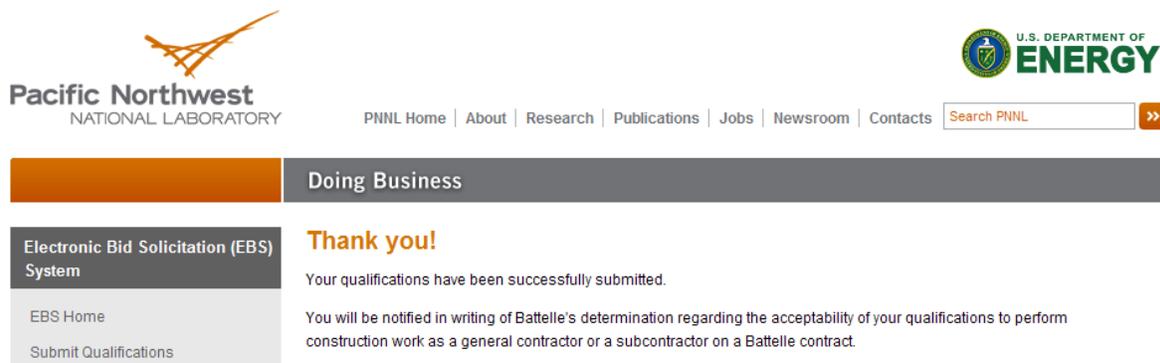
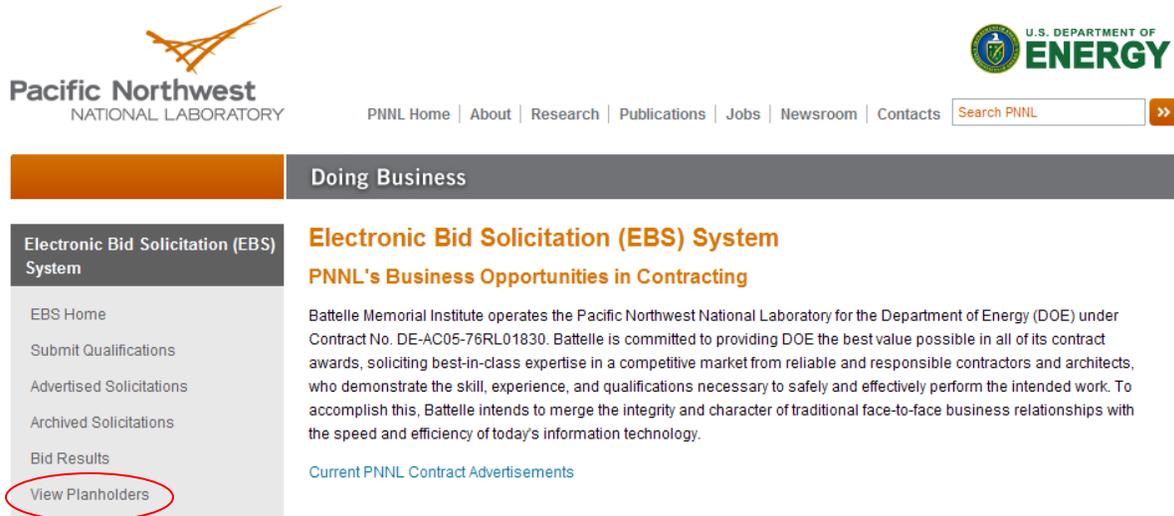


Figure 17. The final Thank You message indicating the qualifications package has been successfully submitted.

Next Steps

Once you submit your qualifications package, you can return to EBS at any time to check if your qualifications have been approved.

Qualifications package approval status can be viewed by clicking on View Planholders in the left side navigation. See Figure 18. Qualifications packages will show either **Submitted** or **Approved**.



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Figure 18. Clicking on View Planholders will allow you to see the status of your qualifications package.



TIP: If your qualifications package shows **Submitted** for an extended period of time, you can contact Kim Anderson at (509) 371-7671 to learn about your qualifications package.

Once your qualifications package is approved, you are prequalified to register for solicitations.