



Washington Suburban Sanitary
Commission

Centralized Bidder Registration



Centralized Bidder Registration User Manual

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Glossary of Terms

Term	Description
Acquisition	The procurement of goods and services.
Active Status	Describes the status of a bidder who is able to respond to solicitations for their specified North American Industry Classification System primary or secondary code.
Awarded	This status follows the “Under Evaluation” status and indicates that the solicitation has been awarded and that the bid tab exists.
Bid Tab	A PDF file that is created to identify all of the bids that were submitted for a solicitation.
Bidder	The firm submitting a price or proposal in response to an Invitation for Bid (IFB) or Request for Proposal (RFP) issued by the Commission.
Cancelled Status	Indicates that the solicitation has been cancelled. The status will be set based on action taken by the Acquisition Office. A solicitation in cancelled status will remain on the bid list until the end of the original close date.
CBR	Centralized Bidder Registration. An automated web-based system wherein the Commission requires all prospective bidders to register online in order to provide goods and/or services to the Commission.
DUNS	Data Universal Numbering System. It is a unique 9-digit number to keep track of how federal grant money is dispersed.
Eligible Status	Describes the status of a firm who is able to participate and respond to any WSSC solicitation that requires Small, Local or Minority Business participation.
Expiration	There are three types of expirations possible: Bidder CBR expiration, MBE status expiration and SLBE status expiration. Refer to each individual term description for a more detailed definition.



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CBR Expiration	Occurs when a registered firm fails to access its CBR profile within a two year period. Bidders will receive an email notification 30 days prior to their registration anniversary date. Failure to update the bidder profile within the notification period will result in the bidder's registration being changed to an inactive status and such firm will not have opportunities to bid.
IFB	Invitation for bid. This term is used for solicitations for a specific deliverable. When evaluated, these solicitations are awarded to the lowest bidder. The number associated with the IFB is also referenced as the solicitation number.
Inactive Status	Describes the status of a firm who is disqualified from responding to any WSSC solicitation because their registration in the CBR has expired.
Ineligible Status	Describes the status of a firm who cannot participate in solicitations requiring small, local and minority business participation. This status represents a firm that was not indicated as SLBE-approved or MBE-certified. This status also represents a firm whose original profile indicated that they are an approved SLBE firm or MBE-certified firm but their status has not been confirmed by the SLMBE Office or a firm who was previously SLBE-approved or MBE-certified that is no longer certified by the original certification agency listed on the profile.
MBE	Minority Business Enterprise. Describes any firms who meet the requirement of the Commission Minority Business Enterprise Program Policy, latest revision.
MBE Status Expiration	Occurs when a registered firm has not notified the Commission of its recertification status with the certifying agency. Bidders will receive an email notification 30 days prior to their certification expiration date. Failure to notify the SLMBE Office prior to the expiration date listed on the bidder's profile will result in the bidder's profile being changed to an ineligible MBE status and such firms will not be eligible to participate in opportunities restricted to MBE firms.
NAICS	North American Industry Classification System. This is a 6-digit code which identifies the commodity and/or services for which a firm wishes to receive email notifications of bid opportunities.
Open Status	Indicates that the solicitation is still available and not past the close date. This is the default status for what is displayed on the bid list.
Primary NAICS	The commodity or a service that generates the most revenue for the firm.



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RFP	Request for Proposal. This term is used for solicitations that require the bidder to submit a proposal for how the deliverable will be accomplished. When evaluated, these solicitations are awarded based on the best qualified bidder. The number associated with the IFB is also referenced as the solicitation number.
Secondary NAICS	A NAICS code for those goods and services that you may be interested in receiving bid notification.
SLBE	Small Local Business Enterprise. Describes any firms who meet the qualifications of the Commission's Small Local Business Enterprise Policy, latest revision.
SLBE Status Expiration	Occurs when a registered firm has not recertified with the Commission as a small local business enterprise. Bidders will receive an email notification 30 days prior to their certification expiration date. Failure to recertify upon receipt of notice from the SLMBE Office will result in the bidder's profile being changed to an ineligible SLBE status and such firms will not be eligible to participate in opportunities restricted to MBE firms.
SLMBE	Small, Local and Minority Business Enterprises.
SLMBE Office	Small, Local and Minority Business Enterprise Office. The office within the Commission that is primarily responsible for implementing and administering the Commission's SLMBE policies and program.
Under Evaluation	Indicates that the close date for the solicitation has passed, but there has been no award to a prime. This status is set at close of business of the solicitation close date.
Vendor	Identifies an entity who has been awarded work for WSSC.

What is the Centralized Bidder Registration?

The **Centralized Bidder Registration (“CBR”)** is an on-line bidder registration and maintenance program that is being provided by WSSC to the bidder community. It will allow the bidder, at no cost, to register for selected industry codes (NAICS Codes), as well as allow the bidder to update and maintain their own information.

When the CBR is made available, ALL bidders and prospective bidders will be **REQUIRED** to register in the WSSC’s Centralized Bidder Registration (CBR) System database before they can view and receive complete WSSC solicitations.

What are the Benefits?

1. Registered bidder will receive an email notification of bid opportunities for their selected codes.
2. Provides a more efficient and effective mechanism to maintain up-to-date information for bidder.
3. Offers vendors and internal stakeholders the ability to find a registered bidder for potential business partners.
4. Offers vendors and internal stakeholders the ability to find a certified MBE bidder for potential subcontracting partnerships.
5. Offers vendors and internal stakeholders the ability to find an approved and registered SLBE bidder for potential subcontracting partnerships.
6. Offers bidder the opportunity to see the award results of a bid opportunity for which they applied
7. It’s FREE!

Getting Started

Checklist

- ✓ *You must have an internet connection.*
- ✓ *You must have a tax identifier number or Social Security Number for your firm.*
- ✓ *You must have a primary e-mail address.*
- ✓ *You must have a primary NAICS code identified for your firm.*
- ✓ *If your firm is registered with Dun & Bradstreet, you can provide your DUNS number and DUNS rating.*

✓ If you are you MBE-certified...

Gather information about the following:

- ***MBE Certification Number***
- ***MBE Certifying Agency***
- ***MBE Certification Expiration Date***
- ***Letter indicating you are MBE-certified (this must be sent to the SLMBE Office)***

✓ If you are you SLBE-certified...

Gather information about the following:

- ***SLBE Approval Expiration Date***
- ***Letter indicating you are MBE-certified (this must be sent to the SLMBE Office)***



Available CBR Functions

A variety of functionality is available within the CBR. Go directly to the page for the topic below by pressing the Ctrl button and clicking on the text:

[Registering as a Bidder](#)

[Logging into the CBR](#)

[Resetting your Password](#)

[Updating your Company Information](#)

[Viewing Bid Opportunities](#)

[Viewing Registered Firms](#)

[ChangingYourPassword](#)

[Logging out of the CBR](#)

Welcome to WSSC's CBR

1. Access the URL for the CBR: www.cbr-wssc.com



Thursday, August 16 2007 | 9:55:32 PM

WSSC Use Only
CBR Help

WSSC Centralized Bidder Registration

[CBR Home Page](#)[Bidder Login](#)[Bidder Registration](#)[View Bid Opportunities](#)[CBR Registered Firms](#)

Welcome Greeting

WELCOME to the Washington Suburban Sanitary Commission (**WSSC**) Centralized Bidder Registration (**CBR**) System!

Using the CBR will allow you to more easily maintain your account, gain access to bid opportunities from WSSC, receive automatic bid notifications, as well as search for sub-contracting opportunities. To register and obtain a login ID for bid opportunities, select the Bidder Registration tab and click "Start My Registration Now" button.

Please contact the **WSSC Acquisition Office** with any questions or concerns at (301) 206-8288 or by sending an e-mail to AcquisitionOffice@wsscwater.com

Thank you for your interest in doing business with WSSC!

As a GUEST of this web site, you will have full access to WSSC's bid solicitation listings. If you do not register on-line, you will not be able to download bid opportunities or receive bid notifications. REGISTER TODAY!!!

Centralized Bidder Registration (CBR) - Copyright © 2007 Symbiont Inc. All right reserved



The CBR Home Page welcomes you to WSSC's Centralized Bidder Registration. This screen appears as the first screen when you log into the system. The following options are available:

- CBR Home Page – This tab will always return to this screen which describes the CBR system.
- Bidder Login – This tab is to be used by registered bidders to log into the CBR.
- Bidder Registration – This tab is to be used by first-time users who wish to create a Login ID and password to be eligible to participate in WSSC bid opportunities.
- View Bid Opportunities – This tab is available to all users, particularly for guests, who do not wish to log into the application, but desire to view bid opportunities. Without logging into the application, a guest will not be able to download solicitations.
- CBR Registered Firms - This tab is available to all users, particularly for guests, who do not wish to log into the application, but desire to view firms that are registered in the CBR.

Registering as a Bidder

1. Select the “Bidder Registration” tab. A summary page appears describing the WSSC CBR registration process. A hyperlink exists to view the list of available NAICS codes. If you are unsure of the NAICS codes that apply to you, review this list before selecting to start your registration.
2. Select “Start My Registration Now” to start the registration process. To cancel the registration process, select “Cancel and Close”.

Welcome to the WSSC CBR Bidder Enrollment Application

All vendors and prospective vendors are required to register in WSSC's Centralized Bidder List in order to bid on available solicitation. By submitting your registration, you will be notified of upcoming contracts, based on your specified NAICS code(s) for which you are eligible to submit a bid. This service is available to you for FREE, there is no cost to our bidder community.

The Registration process:

1. Create a userid and password based on your unique Taxpayer Identification Number
2. Enter your Primary Business Information
3. Enter your Primary Contact Information
4. Enter your Solicitation Contact Information
5. Enter your Small Local Minority Business Enterprise (SLMBE) Status Information
6. Review and acknowledge the WSSC's Disclaimer
7. Review your registration summary
8. If you want detailed information regarding MBE-certified or SLBE-approved for WSSC, view more information on the WSSC SLMBE site.

WHAT DO I NEED TO START MY REGISTRATION?

- Your Taxpayer Identification Number
- An e-mail address for the primary contact and solicitation contact
- Your Primary NAICS Code
[VIEW NAICS CODE LIST \(PDF\)](#)

OTHER INFORMATION THAT IS OPTIONAL:

- Your DUNS Number and DUNS Rating
- If you are MBE-certified, your certification number, certifying agency and MBE expiration date
- If you are WSSC SLBE-approved, your SLBE expiration date

3. After selecting “Start My Registration Now”, the first page of the registration process appears:



Wednesday, August 29 2007 | 12:13:07 PM
WSSC Use Only
CBR Help

WSSC
Centralized Bidder Registration

CBR Home Page Bidder Login **Bidder Registration** View Bid Opportunities CBR Registered Firms

Registration Application * fields required

BIDDER REGISTRATION
Allows you to register your company to do business with WSSC. You will create login information which will allow you to access your company's information and keep it up-to-date. Only one login will be allowed per company tax identifier.
Tax ID: Please enter the 9-digit tax identifier for your company.
USER LOGIN: Create a login name to use for your company. The login must be from six (6) to twenty (20) characters of letters (A-Z, a-z) and/or numbers (0-9). No spaces are allowed in the login name.
PASSWORD: Create a password for your login. Make sure your password is difficult for others to guess! It must be from eight (8) to twenty (20) characters of letters (A-Z, a-z) and numbers (0-9). No spaces are allowed in the password.
Note: Password is case sensitive.

Create User ID and Password

Tax ID: *	<input type="text" value="544657789"/> (9 digits)	Re-Enter Tax ID: *	<input type="text" value="544657789"/>
User ID: *	<input type="text" value="DSmith"/>	Re-Enter User ID: *	<input type="text" value="DSmith"/>
Enter Password: *	<input type="password" value="•••••"/>	Re-Enter Password: *	<input type="password" value="•••••"/>
Security Question: *	<input type="text" value="Your mother's maiden name"/>	Security Answer: *	<input type="text" value="Jones"/>

This security question can later be used to reset your Centralized Bidder Registration (CBR) account password should you forget it.

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4. Enter the tax identifier information:

It is important to note that only one user login can be created for each tax identifier.

- Tax ID
 - If a Partnership, Limited Liability Company (LLC) or Corporation, this is assigned by the IRS
 - If a Sole Proprietorship, this is your Social Security Number.
- Re-Enter Tax ID

5. Enter the name of the login identifier that will be used for the tax identifier.

The login must be from six (6) to twenty (20) characters, no spaces, and can be composed of letters (A-Z, a-z) and numbers (0-9). Logins are case-sensitive.

- Login ID
 - Specify the login name you will use to log into the CBR
- Re-Enter Login ID

6. Enter the password for the login identifier.

The password must be from six (6) to twenty (20) characters, no spaces, and can be composed of letters (A-Z, a-z) and numbers (0-9). Passwords are case-sensitive.

- Enter Password
 - Specify the password associated with the login name
- Re-Enter Password:

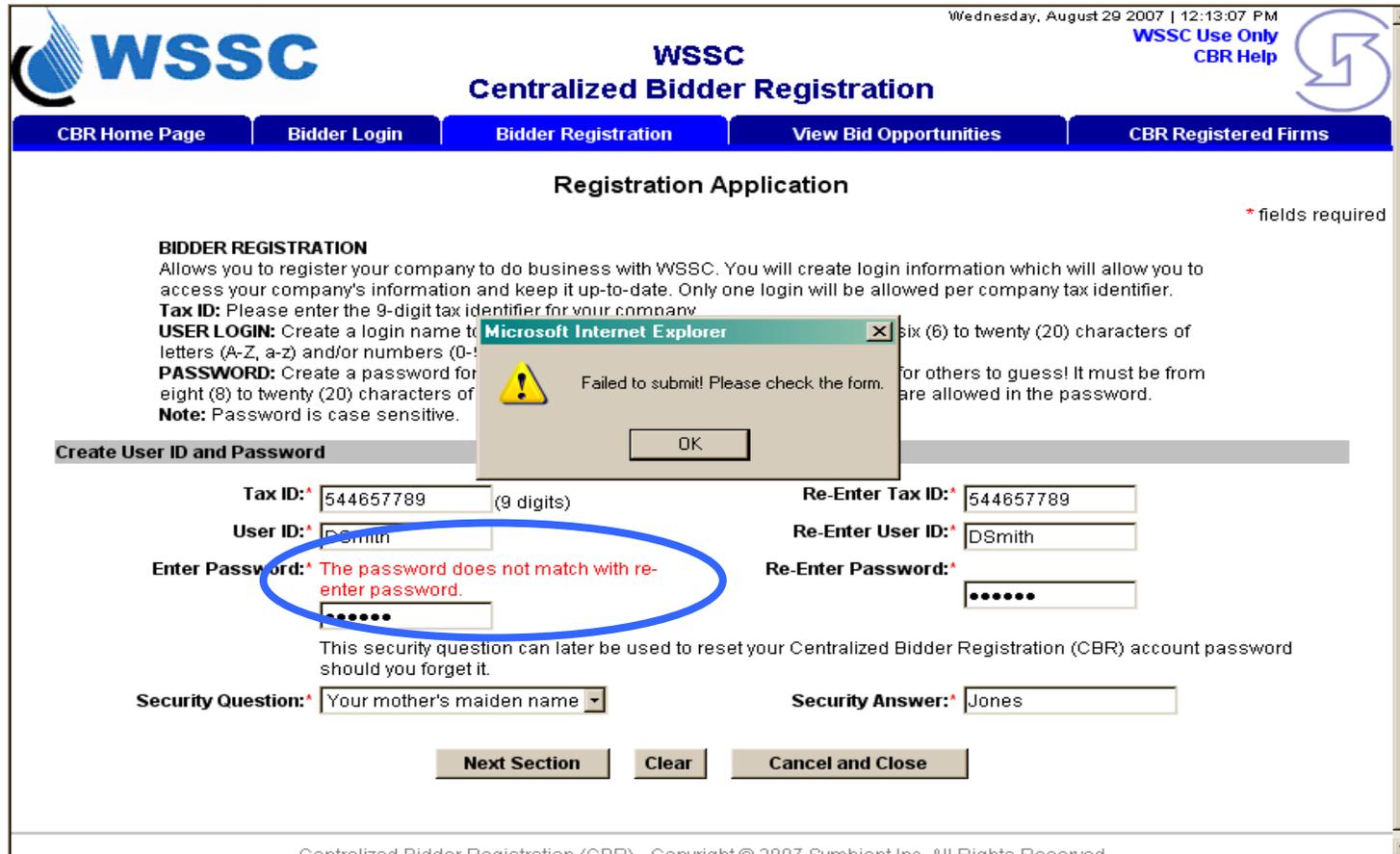
7. Enter the security question and security answer. This will be used to allow you to personally request your password to be sent if you forget your password. Your password to be sent to the primary e-mail address.

- Security question can be one of the following:
 - The city you were born
 - The name of your first pet
 - Your mother's maiden name



- Security answer for the selected security question
8. Select one of the following buttons:
- “Next Section” button to continue with the registration process. If the “Next Section” button is selected and there are no errors, the registration page appears for entering the primary business information.
 - “Clear” button to reset all of the fields to blank
 - “Cancel and Close” button to close out of the registration process

If all of the information was not properly filled in, red text will appear above the field in error:



The screenshot shows the WSSC Centralized Bidder Registration application form. At the top, there is a navigation bar with buttons for "CBR Home Page", "Bidder Login", "Bidder Registration", "View Bid Opportunities", and "CBR Registered Firms". The main heading is "Registration Application". Below this, there is a section titled "BIDDER REGISTRATION" with instructions. A modal dialog box titled "Microsoft Internet Explorer" is open, displaying a yellow warning icon and the message "Failed to submit! Please check the form." with an "OK" button. The form fields include "Tax ID" (544657789), "User ID" (DSmith), "Enter Password" (with a red error message: "The password does not match with re-enter password."), "Re-Enter Password" (with a red error message: "The password does not match with re-enter password."), "Security Question" (Your mother's maiden name), and "Security Answer" (Jones). The "Next Section" button is highlighted with a blue circle.

Fix any errors that may have occurred and select the Next Section button again.

9. Enter the primary business information



WSSC
Centralized Bidder Registration

Friday, August 31 2007 | 7:35:36 AM
[WSSC Use Only](#)
[CBR Help](#)



CBR Home Page
Bidder Login
Bidder Registration
View Bid Opportunities
CBR Registered Firms

Registration Application

* fields required

Primary Business Information

Enter the name shown for your firm. For an organization, this will be the name specified on your charter or other legal document when the organization was created. A firm may have only one primary NAICS code, but may have multiple secondary NAICS codes. The primary NAICS code should represent the commodity or services that generates the most revenue for the firm. The secondary NAICS code are for those goods and services for which you may want to receive bid notifications. To select a NAICS code, first click the Look Up button, next check the applicable NAICS code for your firm, and then click submit to put the NAICS code(s) on your application.

Primary Business Information

Primary Contact Information

Solicitation Contact Information

SLMBE Status Information

Disclaimer Acknowledgement

Final Submission

Federal Tax ID: (9 digits)

Business Name:

Alternate Business Name:

Business Type:

Type of Organization:

DUNS Number: [\(Get a DUNS number\)](#)

DUNS Rating:

Primary NAICS Code:

Secondary NAICS Code:

Accept Procurement credit card?:

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a) When entering the Type of Organization, the options are as follows:

- Association: An organized body of people who have an interest, activity, or purpose in common
- Corporation: A body that is granted a charter recognizing it as a separate legal entity having its own rights, privileges, and liabilities distinct from those of its members.
- Individual/Sole Proprietorship: An individual proprietor who owns and manages the business and is responsible for all business transactions. The owner is also personally responsible for all debts and liabilities incurred by the business.
- Joint Venture: A partnership or conglomerate, formed often to share risk or expertise.
- Limited Liability Corporation: A company in which the corporation is liable as an entity for debts and obligations and the individual members are not liable personally; a business structure that is a hybrid of a partnership and a **corporation**.
- Limited Liability Partnership: A partnership in which the partnership is liable as an entity for debts and obligations and the partners are not liable personally
- Non-Profit: An entity that is not conducted or maintained for the purpose of making a profit
- Partnership: A legal contract entered into by two or more persons in which each agrees to furnish a part of the capital and labor for a business enterprise, and by which each shares a fixed proportion of profits and losses.

b) When selecting the NAICS code, the “Look up” button must be selected. The page below appears:

Look up for NAICS Code

Find NAICS Code start that matches:

NAICS Description

Show out of 195 record(s) at a time

[First](#) | [< Previous](#) | [Next >](#) | [Last >>](#)
[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) ...[Next 10](#)

This window will be closed when the submit button is clicked.

NAICS Code	NAICS Description	Select
212319	Other Crushed and Broken Stone Mining and Quarrying	<input type="radio"/>
221111	Electric Power Generation	<input type="radio"/>
236210	Incinerator, municipal waste disposal, construction	<input type="radio"/>
236220	Commercial Building General Contractors	<input type="radio"/>
237110	Water and Sewer Line and Related Structures Construction including; Sewage Treatment Plant Construction; Distribution Line, sewer and water Construction; Water and Sewer Line and Related Structures Construction; Sanitary Sewer Construction; Utility line (i.e. water, sewer) Construction; Sewage Treatment Plant Construction; Water Main and Line Construction; Pumping station, water and sewage system, construction; Utility line (i.e., sewer, water), construction	<input type="radio"/>
237120	Oil and Gas Pipeline and Related Structures Construction	<input type="radio"/>
237130	Power and Communication Line and Related Structures Construction	<input type="radio"/>
237310	Highway, Street, and Bridge Construction including Street Repair; Sidewalk, Public Construction and Street Construction	<input type="radio"/>
237900	Other Heavy and Civil Engineering Construction including: Riprap installation; Sediment control system construction; Trenching; Tunnel Construction and Dam Construction	<input type="radio"/>
238110	Foundation, Structure, and Building Exterior Contractors including: Poured Concrete Foundation and Structure Contractors; Grouting	<input type="radio"/>

To help you find the correct NAICS code, a part of the code can be specified if you have an idea of the format of the NAICS code. If you do not know the NAICS Code format, you can choose to search based on words in the NAICS description. To do this:

- Select the radio button next to “NAICS Description”

- Put the matching text in the text box
- Select “Go”

A filtered list will be displayed based on the criteria specified.

Look up for NAICS Code

Find NAICS Code start that matches:

NAICS Description

Show out of 195 record(s) at a time

[First](#) | [< Previous](#) | [Next >](#) | [Last >>](#)
[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) ...[Next 10](#)

This window will be closed when the submit button is clicked.

NAICS Code	NAICS Description	Select
212319	Other Crushed and Broken Stone Mining and Quarrying	<input type="radio"/>
221111	Electric Power Generation	<input type="radio"/>
236210	Incinerator, municipal waste disposal, construction	<input type="radio"/>
236220	Commercial Building General Contractors	<input type="radio"/>
237110	Water and Sewer Line and Related Structures Construction including; Sewage Treatment Plant Construction; Distribution Line, sewer and water Construction; Water and Sewer Line and Related Structures Construction; Sanitary Sewer Construction; Utility line (i.e. water, sewer) Construction; Sewage Treatment Plant Construction; Water Main and Line Construction; Pumping station, water and sewage system, construction; Utility line (i.e., sewer, water), construction	<input type="radio"/>
237120	Oil and Gas Pipeline and Related Structures Construction	<input type="radio"/>
237130	Power and Communication Line and Related Structures Construction	<input type="radio"/>
237310	Highway, Street, and Bridge Construction including Street Repair; Sidewalk, Public Construction and Street Construction	<input type="radio"/>
237900	Other Heavy and Civil Engineering Construction including: Riprap installation; Sediment control system construction; Trenching; Tunnel Construction and Dam Construction	<input type="radio"/>
238110	Foundation, Structure, and Building Exterior Contractors including: Poured Concrete Foundation and Structure Contractors; Grouting	<input type="radio"/>

From the search results, select the button next to the code you would like to choose. Select the Submit button to close the Lookup page. The NAICS code value(s) selected will be displayed on the screen.

Look up for NAICS Code

Find NAICS Code start that matches:

NAICS Description

Show 1 out of 1 record(s) at a time

This window will be closed when the submit button is clicked.

NAICS Code	NAICS Description	Select
611710	Educational Consultant services including training consultants	<input type="radio"/>

- c) To enter a secondary NAICS code, follow the same procedure by selecting the Look up button next to the Secondary NAICS code field.

Primary Business Information

Enter the name shown for your firm. For an organization, this will be the name specified on your charter or other legal document when the organization was created. A firm may have only one primary NAICS code, but may have multiple secondary NAICS codes. The primary NAICS code should represent the commodity or services that generates the most revenue for the firm. The secondary NAICS code are for those goods and services for which you may want to receive bid notifications. To select a NAICS code, first click the Look Up button, next check the applicable NAICS code for your firm, and then click submit to put the NAICS code(s) on your application.

Primary Business Information	Primary Contact Information	Solicitation Contact Information	SLMBE Status Information	Disclaimer Acknowledgement	Final Submission
-------------------------------------	------------------------------------	---	---------------------------------	-----------------------------------	-------------------------

Federal Tax ID:* (9 digits)

Business Name:*

Alternate Business Name:

Business Type:*

Type of Organization:*

DUNS Number: ([Get a DUNS number](#))

DUNS Rating:

Primary NAICS Code:*

Secondary NAICS Code:

Accept Procurement credit card?:

After all of the required fields have been specified (they are marked with a red asterisk), select the button “Next Section”.

10. Enter the Primary Contact Information. Fields indicated with an asterisk (*) are required fields.

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CBR Help




WSSC Centralized Bidder Registration

CBR Home Page
Bidder Login
Bidder Registration
View Bid Opportunities
CBR Registered Firms

Registration Application

* fields required

The individual we should contact with questions about this application. Changes made to any registration information will be sent to the individual named as the primary contact.

Primary Business Information
Primary Contact Information
Solicitation Contact Information
SLMBE Status Information
Disclaimer Acknowledgement
Final Submission

Last Name:

First Name:

Prefix:

Suffix:

Address:

City:

County:

State:

Title:

Department:

Phone: () - Ext:

Fax: () -

Email Address:

Re-Enter Email Address:

Zip Code:

Next Section
Previous Section
Clear
Cancel and Close

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The person named as the primary contact will receive e-mail notifications for any changes made to the registration information.

- Select the Next Section button to go to the next page of information
- Select the Previous Section button to return to the Primary Business Information page
- Select Clear to blank out all information that has been specified
- Select Cancel and Close to end the registration process. All information that was previously specified will appear the next time you log into the CBR.



11. Enter the Solicitation Contact information.

The Solicitation Contact is the person who will receive bid notifications for the firm. If the Solicitation Contact is the same as the primary, select the “Same as Primary” checkbox and all of the information will be automatically populated. If it is not the same, the required fields must be specified.

Friday, August 31 2007 | 7:49:33 AM
[WSSC Use Only](#)
[CBR Help](#)





WSSC
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CBR Home Page
Bidder Login
Bidder Registration
View Bid Opportunities
CBR Registered Firms

Registration Application

* fields required

Solicitation Contact Information
 The individual to who notices of upcoming contract opportunities should be sent.

Primary Business Information
Primary Contact Information
Solicitation Contact Information
SLMBE Status Information
Disclaimer Acknowledgement
Final Submission

Same As Primary:

Last Name:

First Name:

Prefix:

Suffix:

Address:

City:

County:

State:

Title:

Department:

Phone: () - Ext:

Fax: () -

Email Address:

Re-Enter Email Address:

Zip Code:

Next Section
Previous Section
Clear
Cancel and Close

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12. Enter the SLMBE status information. Note that clicking a date field opens up a calendar. Click on the arrows next to each field to select the month and year and then click on the day to enter the date.

Wednesday, August 29 2007 | 12:48:47 PM
WSSC Use Only
CBR Help



WSSC
Centralized Bidder Registration

CBR Home Page
Bidder Login
Bidder Registration
View Bid Opportunities
CBR Registered Firms

Registration Application

* fields required

SLMBE Status Information

Enter MBE certification or SLBE approval information for your firm. Before you are eligible to participate in contract opportunities restricted to SLMBE firms, the SLMBE Office must confirm your eligibility. Be sure to send a copy of your MBE certification and/or SLBE approval status to the SLMBE office to help expedite the confirmation process. For detailed eligibility for Small Local Minority Business Enterprise (SLMBE) requirements, please see the WSSC website at <http://www.wsscwater.com/business/slmbe>.

Primary Business Information

Primary Contact Information

Solicitation Contact Information

SLMBE Status Information

Disclaimer Acknowledgement

Final Submission

Note: Please forward a copy of your firms' certification to the WSSC SLMBE Office at 14501 Sweitzer Lane, 8th Floor, Laurel, MD 20707

The fields marked by ** are required only when MBE Certified value is Yes

MBE Certified: * Yes <input type="text"/>	Certifying Agency: ** MDOT <input type="text"/>
Minority Status: ** Hispanic or Latino <input type="text"/>	Gender: ** Female <input type="text"/>
Certification Number: ** 656857858588890 <input type="text"/>	MBE Expiration Date: ** 08/03/2009 <input type="text"/> (mm/dd/yyyy)

The fields marked by ** are required only when SLBE Certified

WSSC SLBE Approved: * Yes <input type="text"/>	SLBE Expiration <input type="text"/> (mm/dd/yyyy)
---	--

Next Section Previous Section Clear

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- a) MBE Certified: Valid values are "Yes" and "No".
- If you are MBE-Certified, select 'Yes'.



Washington Suburban Sanitary Commission

- You must also specify the agency that certified your firm, the Minority Status of your firm, the Gender of the majority owner of the firm your MBE certification number and the date your MBE certification expires.
- If you are not MBE-Certified, select “No” and the other fields are not required to be populated.

b) WSSC SLBE Approved: Valid values are “Yes” and “No”.

- If you have been approved for the SLBE program by WSSC, select ‘Yes.’
- You must also specify your SLBE certification date. If you are not WSSC SLBE-Approved, select “No” and the expiration date is not required to be populated.

Note: If you are MBE-Certified or WSSC SLBE-Approved, you **MUST** forward a copy of your firms’ certification to the SLMBE Office. The SLMBE Office must confirm that the information specified on this page is correct before you are eligible for restricted bid opportunities for MBE and SLBE bidders. It is important to note that your status will show as “not eligible” for MBE and/or SLBE until the SLMBE Office has confirmed your status. Once confirmed, an e-mail confirmation will be sent to the primary contact indicating the confirmed SLMBE status as [Eligible](#) or [Ineligible](#).

13. Select “Next Section” to go to the next page and review the Disclaimer Acknowledgement.

14. Review the Disclaimer Acknowledgement

Wednesday, August 29 2007 | 12:54:56 PM [WSSC Use Only](#) [CBR Help](#) 

 **WSSC**
Centralized Bidder Registration

[CBR Home Page](#) [Bidder Login](#) [Bidder Registration](#) [View Bid Opportunities](#) [CBR Registered Firms](#)

Registration Application * fields required

Disclaimer Acknowledgement

By denoting "Agree", you accept the terms denoted in this disclaimer by WSSC and that you would like to immediately participate in WSSC contract opportunities. If you choose "Disagree", you will be considered an inactive bidder who cannot participate in WSSC contract opportunities until you agree with the stated disclaimer.

[Primary Business Information](#) [Primary Contact Information](#) [Solicitation Contact Information](#) [SLMBE Status Information](#) [Disclaimer Acknowledgement](#) [Final Submission](#)

Disclaimer: * I acknowledge that I am solely responsible for the completeness and correctness of the above information. By clicking on "Agree" button, I acknowledge that I have read and agree to comply with the [disclaimer](#). If I disagree with the disclaimer, my application's status will be considered as "Inactive" after I register my company and I will not be able to download bid opportunities or receive bid notifications.

Agree
 Disagree

[Register](#) [Previous Section](#) [Clear](#) [Cancel and Close](#)

Centralized Bidder Registration (CBR) - Copyright © 2007 Symbiont Inc. All Rights Reserved



Washington Suburban Sanitary Commission

The page below is representative of the disclaimer. You must select the “disclaimer” link from the web page to review the document in its entirety.

Appendix A – Disclaimer

CENTRALIZED BIDDER REGISTER (CBR)

This website is available to Potential Bidders at no cost. To receive e-notification of pending bids and download solicitations, vendors are required to self register at this site and maintain their Bidder profiles so that all information remains current.

This site is best viewed using Microsoft Internet Explorer versions 6.0 or higher, Netscape 7.0 or higher with 2000/XP operating systems. All cookie settings and JavaScript must be enabled, and up to 128-bit encryption is used on the site

Disclaimer of Warranties: The WSSC expressly disclaims all warranties of any kind whether express or implied. Bidder expressly agrees that use of the website is at his/her sole risk. The service is provided on an "AS IS" and "AS AVAILABLE" basis.

Bidder Registration: Bidders can self-register on-line, using the NAICS codes for commodities and services they provide. The system allows Bidders to designate the industry (NAICS code) categories of solicitations for which they would like to receive email notification when their designated category is sought. Please note that receipt by a Bidder of an email notification of a solicitation does not constitute a determination by WSSC of the responsibility of the Bidder for the solicitation.

15. Select whether you agree or disagree with the Disclaimer.

- If you choose “Agree”, you will be eligible to participate in WSSC contract opportunities immediately.
- If you choose “Disagree”, you will be registered in WSSC’s CBR as an “Inactive” bidder; however, you will be unable to participate in WSSC bid opportunities until you agree to the Disclaimer.
- You may agree to the disclaimer at a later date by accessing the Update Company Information Page.

16. Select one of the following buttons:

- the Register button continues to the summary page to confirm your information
- the “Clear” button resets all of the fields to blank
- the “Cancel and Close” button closes out of the registration process

If you choose “Register”, a confirmation message appears:



The following will display if there is an error:

If the information was not properly filled in, the message below will appear and red text will appear above the field in error:



Fix the error and select the Register button again.



Washington Suburban Sanitary Commission

WSSC
Centralized Bidder Registration

Thursday, August 16 2007 10:52:48 PM
WSSC Use Only
CBR Help

CBR Home Page Bidder Login Bidder Registration View Bid Opportunities CBR Registered Firms

Registration Application
Please review your summary of the information entered before you make a final submission.
If the information is not correct, you can edit your company's profile by clicking the edit button at the bottom.

* fields required

Primary Business Information Primary Contact Information Solicitation Contact Information SLMBE Status Information Disclaimer Acknowledgement Final Submission

Primary Business Information

Federal Tax ID: 321321321
Business Name: Business Requirements Writers Inc
Alternate Business Name:
Business Type: Consultant
Type of Organization: Corporation
DUNS Number:
Primary NAICS Code: 541511 Secondary NAICS Code:
Accept Procurement credit card?: No

Primary Contact Information

Last Name: Writer Title: President
First Name: Technical Department:
Prefix: Phone: (301) 206-9772 Ext:
Suffix: Fax:
Email Address: techwriter@wsscwater.com
Re-Enter Email Address: techwriter@wsscwater.com

Address: 14501 Switzer Lane
City: Laurel
County: Prince Georges County
State: MD-Maryland Zip Code: 20707

Solicitation Contact Information

Same As Primary:

Last Name: Writer Title: President
First Name: Technical Department:
Prefix: Phone: (301) 206-9772 Ext:
Suffix: Fax:
Email Address: techwriter@wsscwater.com
Re-Enter Email Address: techwriter@wsscwater.com

Address: 14501 Switzer Lane
City: Laurel
County: Prince Georges County
State: MD-Maryland Zip Code: 20707

SLMBE Status Information

Note: Please forward a copy of your firms' certification to the WSSC SLMBE Office at 14501 Switzer Ln, Laurel, MD 20707, 8th Fl

The fields marked by ** are required only when MBE Certified's value is Yes

MBE Certified: Yes
Ethnicity: African American
Certification Number: 321321321
Certifying Agency: PGMDD
Gender: Female
MBE Expiration Date: 08/15/2008

The fields marked by ** are required only when SLBE Certified's value is Yes

WSSC SLBE Approved: Yes
SLBE Expiration Date: 08/01/2008

Disclaimer Acknowledgement

Disclaimer: I acknowledge that I am solely responsible for the completeness and correctness the above information. By clicking on "agree" button, I acknowledge that I have read and agree to comply with our disclaimer. If I disagree with the disclaimer, your application's status will be considered as "inactive" after I register my company and I will not be able to download bid opportunities or receive bid notifications.

Disagree
 Agree

Centralized Bidder Registration (CBR) - Copyright © 2007 Symbiont Inc. All right reserved

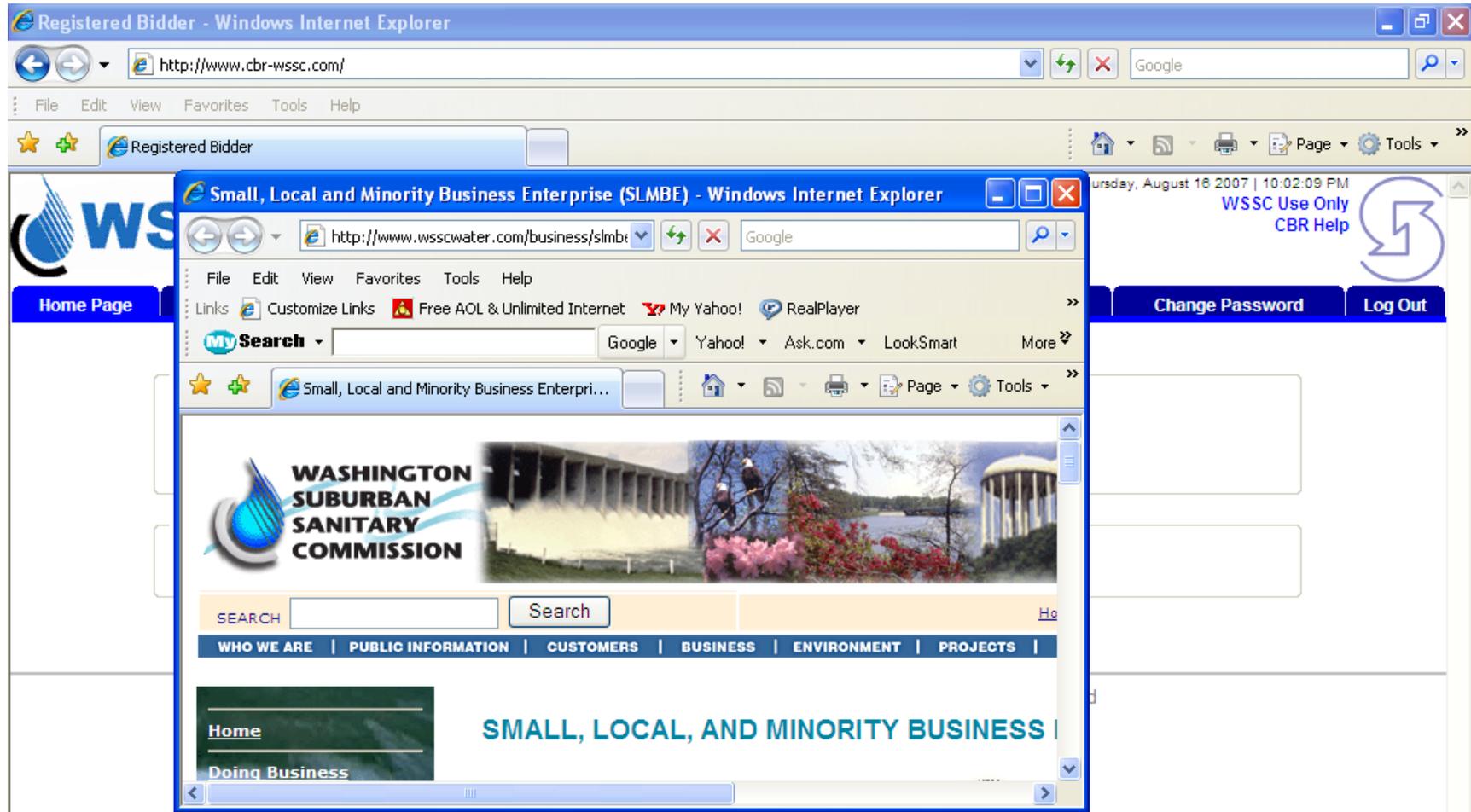
17. A confirmation page of all information specified is displayed. Choose one of the following buttons:

- Select "Edit Profile" to make changes if any information is incorrect.
- Select "Final Submission and Login to CBR", if you would like to submit your registration information and immediately start using other features of the CBR
- Select "Final Submission and Get More Information on the SLBE or MBE Programs" if you would like to submit your registration information and get more information about the MBE or SLBE programs. A separate window for the WSSC web-site will appear.

If you select either of the final submission options, a confirmation message will be displayed. Select OK to continue.

If you chose to get more information on the SLBE or MBE Programs, the page below appears for the WSSC web-site in a separate

window. Maximize the window to view information about WSSC's SLMBE Program.





When you are finished reviewing the information on the WSSC web-site, close the window and return to the CBR. You are already logged in as a registered bidder.

Vendor: Documentation Specialists | User: DSmith | Time Out: 33:35 Wednesday, August 29 2007 | 1:01:14 PM

 **WSSC**
Centralized Bidder Registration

[WSSC Use Only](#)
[CBR Help](#) 

[Home Page](#) | [View/Update Your Registration](#) | [View Bid Opportunities](#) | [CBR Registered Firms](#) | [Change Password](#) | [Log Out](#)

Hot Topics

There is no news today

Welcome Greeting

Testing CBR for Bidders

Centralized Bidder Registration (CBR) - Copyright © 2007 Symbiont Inc. All Rights Reserved

Congratulations!

Your registration is now considered complete. An email confirming your registration will be sent to the email address you entered.



Refer to one of the sections below to continue using the CBR:

[View/Update Your Registration](#)

[View Bid Opportunities](#)

[Searching for a NAICS Code](#)

[Viewing CBR Registered Firms](#)

[Changing your Password](#)

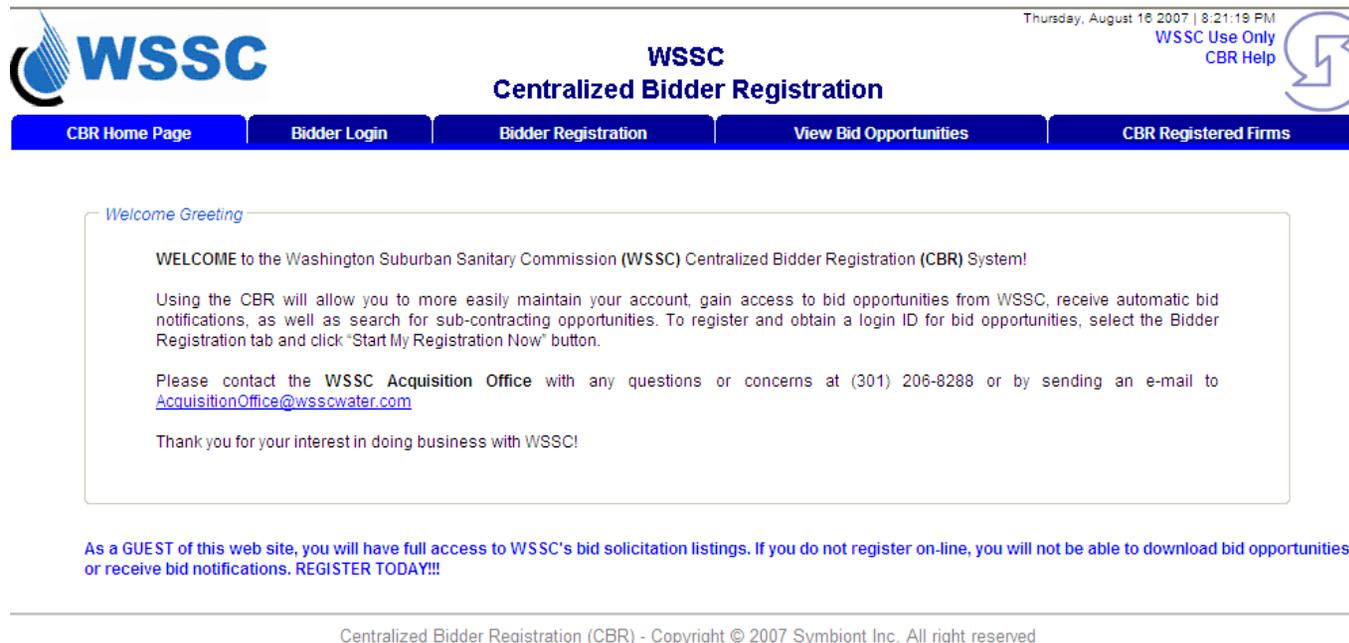
[Logout](#)

Logging into the CBR

If you have just registered, you will not have to log into the CBR again, you will be directed to the Registered Bidder page. You can skip to [step 6](#).

If you are logging into the CBR, you must specify your login information by following steps 1 – 5 below.

1. Access the URL for the CBR: www.cbr-wssc.com



The screenshot shows the WSSC Centralized Bidder Registration (CBR) system homepage. At the top left is the WSSC logo. To the right, the text reads "WSSC Centralized Bidder Registration". Further right, it says "Thursday, August 16 2007 | 8:21:19 PM" and "WSSC Use Only CBR Help" with a circular arrow icon. Below this is a navigation bar with five buttons: "CBR Home Page", "Bidder Login", "Bidder Registration", "View Bid Opportunities", and "CBR Registered Firms". The main content area is titled "Welcome Greeting" and contains the following text: "WELCOME to the Washington Suburban Sanitary Commission (WSSC) Centralized Bidder Registration (CBR) System! Using the CBR will allow you to more easily maintain your account, gain access to bid opportunities from WSSC, receive automatic bid notifications, as well as search for sub-contracting opportunities. To register and obtain a login ID for bid opportunities, select the Bidder Registration tab and click 'Start My Registration Now' button. Please contact the WSSC Acquisition Office with any questions or concerns at (301) 206-8288 or by sending an e-mail to AcquisitionOffice@wsscwater.com. Thank you for your interest in doing business with WSSC!" Below this is a notice: "As a GUEST of this web site, you will have full access to WSSC's bid solicitation listings. If you do not register on-line, you will not be able to download bid opportunities or receive bid notifications. REGISTER TODAY!!!". At the bottom, it says "Centralized Bidder Registration (CBR) - Copyright © 2007 Symbiont Inc. All right reserved".

2. Select the "Bidder Login" tab. The login page appears:



The screenshot shows the WSSC Centralized Bidder Registration Bidder Login page. At the top left is the WSSC logo. To the right, it says "Wednesday, August 29 2007 | 1:03:45 PM" and "WSSC Use Only CBR Help" with a circular arrow icon. Below this is a navigation bar with five tabs: "CBR Home Page", "Bidder Login" (which is highlighted), "Bidder Registration", "View Bid Opportunities", and "CBR Registered Firms". The main heading is "Bidder Login". Below the heading is a grey bar and the text "Please enter your Login ID and Password". There are two input fields: "Enter User Login:" with the text "DSmith" and "Enter Password:" with ten dots. Below the password field is the text "Forgot your password? Click [here](#) to request your password". At the bottom of the form are three buttons: "Submit", "Clear", and "Cancel and Close". Below the form is a footer note: "To register and obtain a login ID for bid opportunities, select the Bidder Registration tab and click 'Start My Registration Now' button." At the very bottom of the page is the copyright notice: "Centralized Bidder Registration (CBR) - Copyright © 2007 Symbiont Inc. All Rights Reserved".

3. Specify your user login. Remember, this is case-sensitive
4. Specify your password. Remember, this is case-sensitive
5. Select the tab key
6. Select the "Submit" button. The Registered Bidder page appears.



The screenshot displays the WSSC Centralized Bidder Registration web application. At the top, the WSSC logo is on the left, and the text "Vendor: Business Requirements Writers Inc | User: CBRWriter | Time Out: 30:55" is in the center. On the right, the date and time "Thursday, August 16 2007 | 10:02:09 PM" are shown, along with a "WSSC Use Only CBR Help" link and a circular arrow icon. Below the header is a navigation bar with six tabs: "Home Page", "View/Update Your Registration", "View Bid Opportunities", "CBR Registered Firms", "Change Password", and "Log Out". The main content area features two sections: "Hot Topics" with the message "There is no news today" and "Welcome Greeting" with the message "Testing CBR for Bidders". At the bottom, a footer reads "Centralized Bidder Registration (CBR) - Copyright © 2007 Symbiont Inc. All right reserved".



Refer to one of the sections below for what you would like to do next:

[Updating Your Company Information](#)

[View Bid Opportunities](#)

[Searching for a NAICS Code](#)

[Viewing CBR Registered Firms](#)

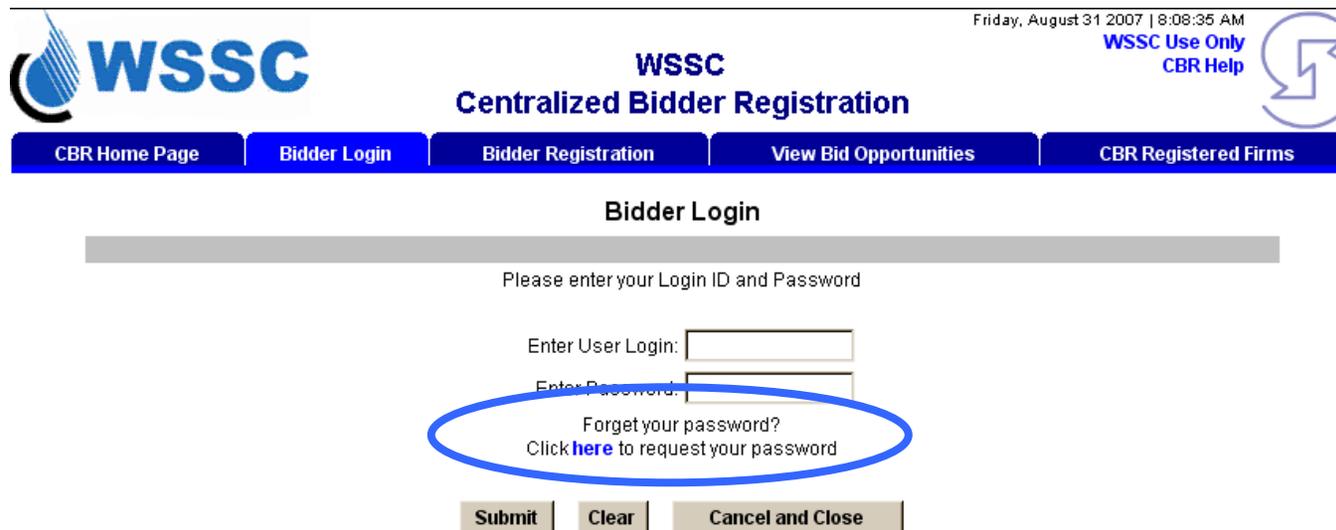
[Changing your Password](#)

[Resetting your Password](#)

[Logout](#)

Resetting your Password

The ability to reset your password exists if you have forgotten the password but remember your login and Security Question. If you do not remember your login or security question, you must send an e-mail with your contact information to the Acquisition Office at AcquisitionOffice@wsscwater.com. You will be contacted and asked to provide identifying information about your company, such as the tax id and primary contact person. Please have this information available. To proceed with resetting your password online, you may select the “here” link on the Bidder Login page. The Password Request page appears.



Friday, August 31 2007 | 8:08:35 AM
WSSC Use Only
CBR Help

WSSC
Centralized Bidder Registration

CBR Home Page Bidder Login Bidder Registration View Bid Opportunities CBR Registered Firms

Bidder Login

Please enter your Login ID and Password

Enter User Login:

Enter Password:

Forget your password?
Click [here](#) to request your password

Submit Clear Cancel and Close

To register and obtain a login ID for bid opportunities, select the Bidder Registration tab and click "Start My Registration Now" button.

Bidder Login

Allows the generation of a new password if you have forgotten your password. Mandatory information must be specified, for security purposes, before the password is reset. An e-mail will be sent to the e-mail address of the primary contact that was specified during registration.

Password Request

* fields required

Enter Your Login ID:*

Enter Company Tax ID:*

Select Your Security Question:* --Select one...--

Enter Your Security Answer:*

Enter Your Email Address:*

Re-Enter Your Email Address:*

Forgot the answers to the required fields?
Contact the Acquisition office for further assistance at AcquisitionOffice@wsscwater.com

1. Enter your Login ID
2. Enter your Company Tax ID
3. Select the security question you selected when you registered for the site.
4. Enter the answer to your security question
5. Enter the email address of the primary contact that was specified during registration
6. Re-enter the email address.



Note: If you have forgotten your Login ID or password, you will need to contact the Acquisition Office for assistance.

7. Select Submit. Confirmation text appears at the top of the screen

Bidder Login

Your password has been sent to your provided email address. Click here to login.

Allows the generation of a new password if you have forgotten your password. Mandatory information must be specified, for security purposes, before the password is reset. An e-mail will be sent to the e-mail address of the primary contact that was specified during registration.

Password Request

* fields required

Enter Your Login ID:*	<input type="text" value="dsmith"/>
Enter Company Tax ID:*	<input type="text" value="544657789"/>
Select Your Security Question:*	<input type="text" value="The name of your first pet"/>
Enter Your Security Answer:*	<input type="text" value="shadow"/>
Enter Your Email Address:*	<input type="text" value="dsmith@documentatio"/>
Re-Enter Your Email Address:*	<input type="text" value="dsmith@documentatio"/>

Close

Forgot the answers to the required fields?
Contact the Acquisition office for further assistance at AcquisitionOffice@wsscwater.com

Centralized Bidder Registration (CBR) - Copyright © 2007 Symbiont Inc. All Rights Reserved



8. An e-mail will be sent to the e-mail address with the password. An example of the e-mail received is below:

Dear Dee Smith,

Password: 516013s8

The above is your requested re-set password. This will give you access to WSSC's Centralized Bidder Registration system. If you have any further difficulties or questions, please contact us at the number provided below.

Thank you,

Acquisition Office
14501 Sweitzer Lane
Laurel, MD 20707
(301) 206-8288
acquisitionoffice@wsscwater.com



Updating your Company Information

Once you have successfully logged into the CBR, you have the ability to view and update your registration information.



Washington Suburban Sanitary Commission

Vendor: Documentation Specialists | User: DSmith | Time Out: 33:50 | Wednesday, August 29 2007 | 1:05:22 PM
WSSC Use Only CBR Help

WSSC
Centralized Bidder Registration

Home Page | View/Update Your Registration | View Bid Opportunities | CBR Registered Firms | Change Password | Log Out

View/Update Your Registration

Activity Status *fields required
Bidder Status: Active Bidder Expiration Date: 8/29/2009

Primary Business Information
Federal Tax ID: 544657789
Business Name: Documentation Specialists
Alternate Business Name:
Business Type: Educational Institution
Type of Organization: Corporation
DUNS Number: 345674321 DUNS Rating: 795
Primary NAICS Code: 611710 Look up Secondary NAICS Code: Look up
Accept Procurement credit card?: Yes

Primary Contact Information
Last Name: Smith Title: President
First Name: Dee Department:
Prefix: Phone: 301 555 1212 Ext. 1212
Suffix: Fax:
Email Address: preciousangelsan@aol.com
Re-Enter Email Address: preciousangelsan@aol.com
Address: 123 Documentation Lane
City: Writer's Way
County: Other Maryland County
State: MD-Maryland Zip Code: 21774

Solicitation Contact Information
Same As Primary:
Last Name: Smith Title: President
First Name: Dee Department:
Prefix: Phone: 301 555 1212 Ext. 1212
Suffix: Fax:
Email Address: preciousangelsan@aol.com
Re-Enter Email Address: preciousangelsan@aol.com
Address: 123 Documentation Lane
City: Writer's Way
County: Other Maryland County
State: MD-Maryland Zip Code: 21774

SLMBE Status Information
Note: Please forward a copy of your firms' certification to the WSSC SLMBE Office at 14501 Sweitzer Lane, 8th Floor, Laurel, MD 20707
The fields marked by ** are required only when MBE Certified value is Yes
MBE Status: N/A
MBE Certified: Yes Certifying Agency: MDOT
Minority Status: Hispanic or Latino Gender: Female
Certification Number: 65685785858890 MBE Expiration Date: 8/3/2009 (mm/dd/yyyy)

The fields marked by ** are required only when SLBE Certified value is Yes
SLBE Status: N/A
WSSC SLBE Approved: Yes SLBE Expiration Date: 8/9/2010 (mm/dd/yyyy)

Disclaimer Acknowledgement
Disclaimer: I acknowledge that I am solely responsible for the completeness and correctness of the above information. By clicking on "Agree" button, I acknowledge that I have read and agree to comply with the disclaimer. If I disagree with the disclaimer, my application's status will be considered as "inactive" after I register my company and I will not be able to download bid opportunities or receive bid notifications.
 Agree | Disagree

Update Your Registration | Reset | Cancel and Close

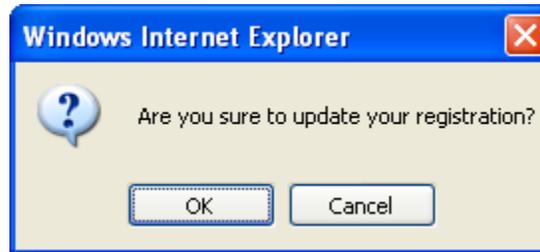
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Select the "View/Update Your Information" tab. The screen below appears:

1. Fields that can be modified are in white. Fields that are read-only are in the gray background.
2. Update the desired fields and review the disclaimer.
3. If you agree with the disclaimer, select "Agree". If you disagree with the disclaimer, select "Disagree"

Note: If you disagree with the disclaimer, you will be considered an "inactive" bidder and will not be able to download solicitations. You will need to agree each time you modify your firm's information.

Select "Update your registration". A confirmation page appears.



4. A message appears indicating that the registration information has been successfully updated and an email will be sent to the registered email address. Select "Close" to return to the main menu.



Viewing Bid Opportunities

Bid Opportunities are available for anyone to view from the CBR Home Page.

1. Access the URL: www.cbr-wssc.com. The CBR Home Page appears:
2. Select "View Bid Opportunities"

Vendor: Documentation Specialists | User: DSmith | Time Out: 34:51
Wednesday, August 29 2007 | 1:16:42 PM



WSSC
Centralized Bidder Registration

WSSC Use Only
CBR Help



Home Page
View/Update Your Registration
View Bid Opportunities
CBR Registered Firms
Change Password
Log Out

CBR Bid Opportunities

[Click Here To Review Technical Documents](#)

Allows you to view bid opportunities with WSSC. As a registered bidder, you will be able to download solicitations that are in an "Open" status. The CBR allows you to download a solicitation when the assigned NAICS code of the solicitation matches the registered firms' primary or secondary NAICS code. If you are not registered, you will be able to view solicitations, but will be unable to download them.

Select a Solicitation Status:

To reduce the size of the bid list or to find a specific solicitation, add keywords to the blank field below and click "Go".

Show solicitation by: that matches

There are 7 record(s) found

Click on a solicitation number to view more information

Solicitation Number	Solicitation Title	Buyer	NAICS Code(s)	Closing Date	Closing Time	Restricted	Status	Needs Security Clearance
12345	Testing11	WSSC	212319	9/28/2007		MBE	Open	No
4444	Purchase Order for Technical Services	IT	541690	10/1/2007		Fully Open	Open	No
5207	General Motors OEM Parts	Robert Garvey	441310	8/30/2007		Fully Open	Open	No
5238	Annual Report Design & Printing	Autumn Barna	323000	9/4/2007		Fully Open	Open	No
8142007-1	Solicitation test - One	saw	541512, 443120, 212319, 237110	9/14/2007		Fully Open	Open	No
A12345	Testing 34	WSSC	237310, 237900	8/29/2007		Fully Open	Open	No
XXX111	CBR Solicitation	Department of Energy	237130	8/31/2007		MBE	Open	No

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To filter the solicitations that are displayed, you can specify criteria and select the “Search In” button. Columns that can be searched are:

- Solicitation Number
- Solicitation Title
- Buyer
- NAICS Code

To filter on the different solicitation statuses available, select the drop-down next to “Select a Solicitation Status”. The statuses that are available are:

- Open – the close date of the solicitation has not expired. The solicitation is available for download
- Evaluation – the close date of the solicitation has expired and the responses are being reviewed. The solicitation is no longer available to be downloaded.
- Awarded – the solicitation has been awarded to a prime vendor. The solicitation is no longer available to be downloaded; however, if the bid tabs have been posted, they can be downloaded to view the responses for the bid.
- Cancelled – the solicitation has been cancelled. The solicitation will no longer be available to be downloaded; however, if the cancellation notice has been posted, it can be downloaded.
- All – allows all solicitations that exist to be viewed.

Make sure to clear out the filter criteria to get all possible results. If the solicitation status selected is “All” and more items exist than can be displayed on the page, an indicator shows that more solicitations exist.

You can choose to show more items by selecting the drop-down next to “Show” or you can choose to view the next page by clicking on the page hyperlinks.



WSSC
Centralized Bidder Registration

[Home Page](#)

[View/Update Your Registration](#)

[View Bid Opportunities](#)

[CBR Registered Firms](#)

[Change Password](#)

[Log Out](#)

CBR Bid Opportunities

[Click Here To Review Technical Documents](#)

Allows you to view bid opportunities with WSSC. As a registered bidder, you will be able to download solicitations that are in an "Open" status. The CBR allows you to download a solicitation when the assigned NAICS code of the solicitation matches the registered firms' primary or secondary NAICS code. If you are not registered, you will be able to view solicitations, but will be unable to download them.

Select a Solicitation Status:

To reduce the size of the bid list or to find a specific solicitation, add keywords to the blank field below and click "Go".

Show solicitation by: that matches

There are 1 record(s) found

Click on a solicitation number to view more information

Solicitation Number	Solicitation Title	Buyer	NAICS Code(s)	Closing Date	Closing Time	Restricted	Status	Needs Security Clearance
4444	Purchase Order for Technical Services	IT	541690	10/1/2007		Fully Open	Open	No

To view the details of a solicitation, click on the solicitation number:

Vendor: Documentation Specialists | User: DSmith | Time Out: 34:51 Wednesday, August 29 2007 | 1:21:34 PM

 **WSSC**
Centralized Bidder Registration

[WSSC Use Only](#) 
[CBR Help](#)

[Home Page](#) | [View/Update Your Registration](#) | [View Bid Opportunities](#) | [CBR Registered Firms](#) | [Change Password](#) | [Log Out](#)

Solicitation Detail

[Click Here To Review Technical Documents](#)

Allows you to view bid opportunities with WSSC. As a registered bidder, you will be able to download solicitations that are in an "Open" status. The CBR allows you to download a solicitation when the assigned NAICS code of the solicitation matches the registered firms' primary or secondary NAICS code. If you are not registered, you will be able to view solicitations, but will be unable to download them.

Open Solicitation

Solicitation Number:	<input type="text" value="4444"/>
Solicitation Title:	<input type="text" value="Purchase Order for Technical Services"/>
Closing Date:	<input type="text" value="10/1/2007"/>
Closing Time:	<input type="text"/>
Description:	<input type="text" value="Business analysis and documentation for legacy systems"/>
NAICS Code(s):	<input type="text" value="541690"/>
Buyer:	<input type="text" value="IT"/>
Restricted to:	Fully Open
Needs Security Clearance:	<input type="text" value="No"/>

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Select the Close button to return to the list of bid opportunities.

To search by NAICS Code or any of the other filter options, select the option from the “Show solicitation by” list and then enter the filter criteria in the “that matches” box. Once you have entered the information, select the “Go” button.

The option is also present to search for a NAICS code by selecting the “NAICS Look Up” button which will open a search window. Please refer to the [“Searching for a NAICS Code”](#) section of this document for additional information on this feature.



WSSC
Centralized Bidder Registration

Friday, August 31 2007 | 8:14:11 AM
[WSSC Use Only](#)
[CBR Help](#)



CBR Home Page
Bidder Login
Bidder Registration
View Bid Opportunities
CBR Registered Firms

CBR Bid Opportunities

[Click Here To Review Technical Documents](#)

Allows you to view bid opportunities with WSSC. As a registered bidder, you will be able to download solicitations that are in an "Open" status. The CBR allows you to download a solicitation when the assigned NAICS code of the solicitation matches the registered firms' primary or secondary NAICS code. If you are not registered, you will be able to view solicitations, but will be unable to download them.

Select a Solicitation Status:

To reduce the size of the bid list or to find a specific solicitation, add keywords to the blank field below and click "Go".

Show solicitation by: that matches

There are 2 record(s) found.

Click on a solicitation number to view more information

Solicitation Number	Solicitation Title	Buyer	NAICS Code(s)	Closing Date	Closing Time	Restricted	Status	Needs Security Clearance
12345	Testing11	WSSC	212319	9/28/2007		MBE	Open	No
8142007-1	Solicitation test - One	saw	541512, 443120, 212319, 237110	9/14/2007		Fully Open	Open	No

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Viewing CBR Registered Firms

You have the ability to view registered firms in the CBR without logging in to the system.

1. Select the “View Registered Firms” function. The screen below appears:

Vendor: Documentation Specialists | User: DSmith | Time Out: 34:30 Wednesday, August 29 2007 | 1:22:46 PM



WSSC
Centralized Bidder Registration

WSSC Use Only
CBR Help 

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CBR Registered Firms

Show firm by: that matches:

Show out of 52 record(s) at a time

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Click on a bidder name to view more information

Bidder Name	MBE	SLBE	Contact Name	Email Address	Phone	Fax	Address	City	State	Zip	Primary NAICS Code	Secondary NAICS Code
abc abc copr	No	No	fasddf adfafas	vkadaru@wsscwater.com	(532) 233-2324		24324 afdasfdast	afd	MO	34444	221111	
abcd corporation inc	Yes	No	kadaru venkat	htran@symbiont.com	(444) 890-8888		678 kansas ave	laurel	SD	20707	212319	212319
adfasf	Yes	Yes	kadaru venkat	vkadaru@wsscwater.com	(555) 555-5555		88888888 st	laurel	MA	55555	221111	237900, 238110
asdfsdfg	No	Yes	sdfg sdfg	htran@symbiont.com	(123) 412-4124		sdfgsdfg	sdfg	ND	12341	221111	238150
Bidder 1	Yes	No	Hung Tran	htran@symbiont.com	(234) 523-4523	(123) 123-1234	123 Green Street	Orange City	AL	12345	221111	238150
Business Requirements Writers Inc	Yes	No	Technical Writer	techwriter@wsscwater.com	(301) 206-9772		14501 Sweitzer Lane	Laurel	MD	20707	541511	
comic software inc	Yes	No	kadaru venkat	vkadaru@wsscwater.com	(555) 555-5555		900 michigan ave	erlkridge	MD	55555	236210	424950, 424930, 424920
corp	No	No	murphy john	vkadaru@wsscwater.com	(888) 999-9999		5678 baltimore st	baltimore	MD	22222	212319	
Cyber Web	No	Yes	John Smith	htran@symbiont.com	(123) 123-1231	(123) 123-1231	123 Tech Street	Tech City	AK	12345	238150	212319
Cyrus Technolog Inc.	No	No	Ali Mahmoudi	amahmou@wsscwater.com	(301) 206-8460		8350 Greensboro dr	McLean	VA	22102	221111	236220

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Centralized Bidder Registration

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The following columns appear:

- Bidder Name – indicates the business name of the firm that was specified during registration.
- MBE – indicates if the firm is MBE-certified. A firm is not considered MBE until the SLMBE Office has validated their certification information. Valid values are Yes, No and blank. Yes means the firm has been confirmed as MBE-certified; No means the firm was MBE-certified at one point, but is no longer; and blank means the firm was never MBE-certified.
- SLBE – indicates if the firm is SLBE-approved. A firm is not considered SLBE approved until the SLMBE Office has validated their SLBE information. Valid values are Yes, No and blank. Yes means the firm has been confirmed as WSSC SLBE approved; No means the firm was WSSC SLBE-approved at one point, but is no longer; and blank means the firm was never WSSC SLBE-approved.
- Contact Name – indicates the primary contact name for the firm. .
- Email Address – indicates the email address of the prime contact.
- Phone – indicates the phone number of the prime contact.
- Fax – indicates the fax number of the prime contact.
- Address – indicates the street address of the prime contact.
- City – indicates the city for the street address of the prime contact.
- State – indicates the state for the street address of the prime contact.
- Zip – indicates the zip code for the street address of the prime contact.
- Primary NAICS Code – indicates the primary NAICS code associated with the firm. This is limited to one code.
- Secondary NAICS Code - indicates the secondary NAICS code(s) associated with the firm. This can be multiple codes.

The following buttons appear:

- Print – allows the displayed list to be printed
- Excel File – allows the displayed list to be exported to an Excel file. Any filter criteria will display at the top of the page.

2. You can filter the list by choosing the drop-down list next to “Show firm by”. Valid filter criteria are:

- Bidder Name
- Business Type
- Certification Type
- Ethnicity
- NAICS Code
- Phone Number
- Zip Code

Select the filter criteria and specify the value that you are searching for within the field. Select “Go”. The list displayed will be filtered.

If there are more CBR registered firms that exist than can be displayed on the page, an indicator shows. You can choose to show more items by selecting the drop-down next to “Show” or you can choose to view the next page by clicking on the page hyperlinks.

3. You can scroll through all of the pages by selecting a page number or the “Next” or “Last” links.



Washington Suburban Sanitary Commission

Vendor: UAT Tester3 | User: uattester3 | Time Out: 34:48
Thursday, August 16 2007 | 11:07:53 PM
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CBR Registered Firms

Activity Status
Bidder Status: Active | Bidder Expiration Date: 8/15/2009

Primary Business Information
Business Name: Business Requirements Writers Inc
Alternate Business Name:
Business Type: Consultant
Type of Organization: Corporation
DUNS Number:
DUNS Rating:
Primary NAICS Code: 541511 | Secondary NAICS Code:
Accept Procurement credit card?: No

Primary Contact Information
Last Name: Writer | Title: President
First Name: Technical | Department:
Prefix: | Phone: (301) 206-9772 Ext:
Suffix: | Fax: |
Email Address: techwriter@wsscwater.com
Address: 14501 Sweitzer Lane
City: Laurel
County: Prince Georges County
State: MD-Maryland | Zip Code: 20707

Solicitation Contact Information
Same As Primary:
Last Name: Writer | Title: President
First Name: Technical | Department:
Prefix: | Phone: (301) 206-9772 Ext:
Suffix: | Fax: |
Email Address: techwriter@wsscwater.com
Address: 14501 Sweitzer Lane
City: Laurel
County: Prince Georges County
State: MD-Maryland | Zip Code: 20707

SLMBE Status Information
MBE Status: N/A
MBE Certified: Yes
Ethnicity: African American
Certification Number: 921321321
Certifying Agency: PGMBDD
Gender: Female
MBE Expiration Date: 8/15/2008
SLBE Status: N/A
SLBE Approved: Yes
SLBE Expiration Date: 8/1/2008

Close

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- To view the details of a bidder, click on the bidder name. The page below will appear:



The Activity Status indicates if the bidder is Active within WSSC's CBR. If there has not been any activity in a 2-year period, the activity status will be set to "Inactive".

The Bidder Expiration Date identifies when the bidder must update their information to remain active.

5. Select the "Close" button to close the window and return to the list of registered bidder.

Changing Your Password

Once you have successfully logged into the CBR, you have the ability to change your password and/or security question.

1. Select the “Change Password” function. The screen below appears:

Change Your Password

* fields required

Password must be from eight (8) to twenty (20) characters of letters (A-Z, a-z) and/or numbers (0-9). No spaces are allowed in the password. Make sure your password is difficult for others to guess!

Note: Password is case sensitive.

Enter Your Old Password:*

Enter Your New Password:*

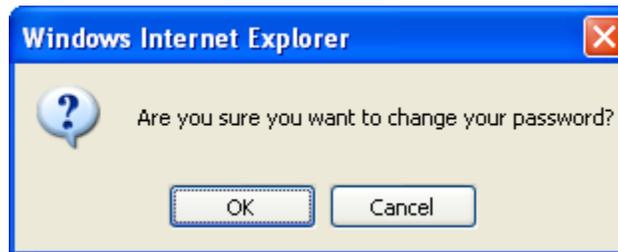
Re-Enter Your New Password:*

If you want to change the security question and/or answer, select the preferred question, and then provide the security answer.

Security Question:

Security Answer:

2. Specify the current password for the login. All specified character for the current password and new password will be masked for security purposes; however, the number of characters specified will be properly indicated.
3. Specify the new password for the login.
4. Re-enter the new password for the login
5. To change your security question as well, select a new question and enter the answer.
6. A confirmation message will appear. Select OK to continue.



7. Correct the error and select the Update button again. Once successful, a confirmation message will appear at the top of the page.

Vendor: Documentation Specialists | User: DSmith | Time Out: 34:46 Wednesday, August 29 2007 | 1:34:42 PM

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Change Your Password

Your password has successfully updated into the system

* fields required

Password must be from eight (8) to twenty (20) characters of letters (A-Z, a-z) and/or numbers (0-9). No spaces are allowed in the password. Make sure your password is difficult for others to guess!
Note: Password is case sensitive.

Enter Your Old Password:*

Enter Your New Password:*

Re-Enter Your New Password:*

If you want to change the security question and/or answer, select the preferred question, and then provide the security answer.

Security Question:

Security Answer:

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8. Select the Close button to return to the Main Menu.

Logging out of the CBR

Once you have successfully logged into the CBR, you have the ability to log out. Instead of closing the browser application, you should log out of the system.

1. Select the log out link.
2. A confirmation message will appear. Select OK



You will be returned to the home page of the CBR.