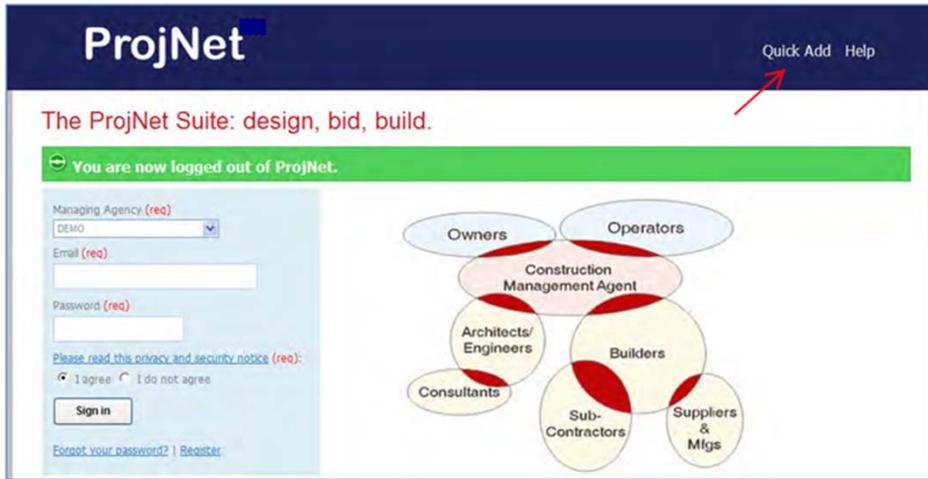


# Exhibit A-ProjNet “How To” Guide

Go to [www.projnet.org/projnet](http://www.projnet.org/projnet) to submit a Pre-Proposal Inquiry (PPI)



The Bidding Inquirers will use the published key to login through Quick Add menu from the home page.

## The ProjNet Suite: design, bid, build.

Use the form below to login to ProjNet using the key you were provided.

a. Agency (req.) DEMO

b. Key (req.) 97MIQ9 - J538ZR

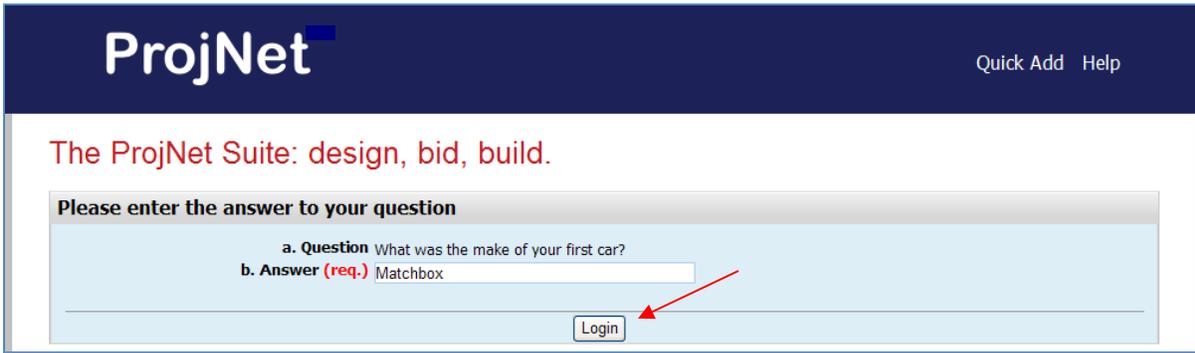
c. EMail (req.) Bidding.Inquirer@ProjNet.info

Continue

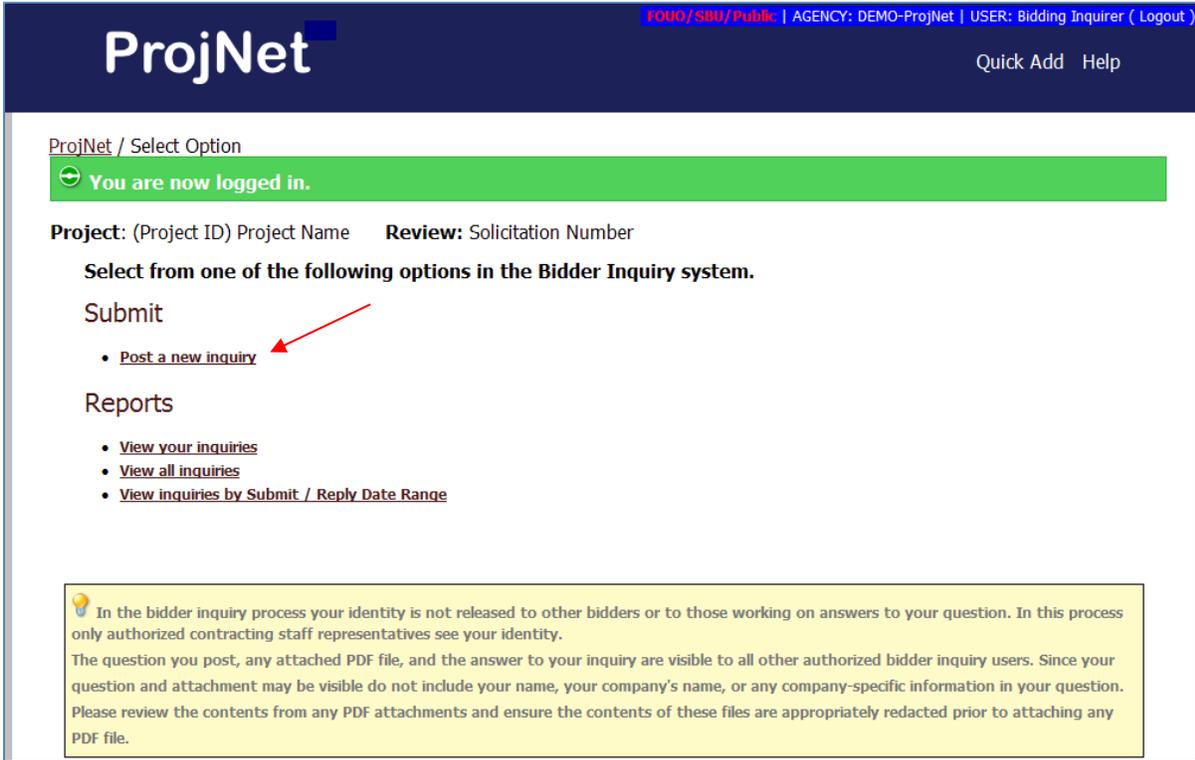
Once the required information is entered (Agency, Key, and Email) click on the 'Continue' button.  
**The Agency will be NAVFAC. Type in the key provided in the solicitation and your e-mail.**

The screenshot shows the ProjNet homepage with the header "ProjNet" and "Quick Add Help". Below the header, it says "The ProjNet Suite: design, bid, build." and "User account not found. Please create one using the form below." There is a registration form with fields for "a. First Name (req.)", "b. Last Name (req.)", "c. Company (req.)", "d. City (req.)", "e. State (req.)", "f. Phone (req.)", "g. EMail (req.)", "h. Secret Question (req.)" (Please select from below), "i. Secret Answer (req.)", and "j. Time Zone (req.)" ([UTC -6] US/Central). An "Add User" button is at the bottom of the form. A red arrow points to the "Add User" button.

Unregistered users will be asked to register.



Registered users will be asked a security question selected during registration. Click on 'Login' after providing the correct answer.



The logged-in Inquirer should make note of the light-bulb message "In the bidder inquiry process your identity ..." To start asking questions, click on the Post a new inquiry link.

FOUO/SBU/Public | AGENCY: DEMO-ProjNet | USER: Bidding Inquirer (Logout)

# ProjNet

Quick Add Help

ProjNet / Options / Submit Question

**Project:** (Project ID) Project Name    **Review:** Solicitation Number

**Use the form below to submit your question. Selection of either the "Sheet", "Detail", or "Spec." section is required.**

a. Comment Classification (req.)

b. Discipline (req.)

c. Sheet (see note)

d. Detail (see note)

e. Specification (see note)

f. File (pdf only) (opt.)

Please limit your input to one item at a time

g. Question (req.)

NOTE: One of the marked fields must be completed.

The /Submit Question/ page requires the fields of Classification, Discipline, and Question, as well as at least one of Sheet, Detail, or Specification. A supporting PDF file may be included. A completed form is submitted with a click on the 'Add Inquiry' button.

FOUO/SBU/Public | AGENCY: DEMO-ProjNet | USER: Bidding Inquirer (Logout)

# ProjNet

Quick Add Help

ProjNet / Options / Submit Question

⊖ Your question has been added.

**Project:** (Project ID) Project Name    **Review:** Solicitation Number

**Use the form below to submit your question. Selection of either the "Sheet", "Detail", or "Spec." section is required.**

a. Comment Classification (req.)

b. Discipline (req.)

c. Sheet (see note)

d. Detail (see note)

e. Specification (see note)

f. File (pdf only) (opt.)

Please limit your input to one item at a time

g. Question (req.)

NOTE: One of the marked fields must be completed.

A green banner message displays "Your question has been added" and the form is reset to accept another inquiry. Returning to the /Select Option/ page can be accomplished by clicking on the /Options/ link of the breadcrumb menu.

FOUO/SBU/Public | AGENCY: DEMO-ProjNet | USER: Bidding Inquirer ( Logout )

# ProjNet

Quick Add Help

ProjNet / Select Option

**Project:** (Project ID) Project Name    **Review:** Solicitation Number

**Select from one of the following options in the Bidder Inquiry system.**

Submit

- [Post a new inquiry](#)

Reports

- [View your inquiries](#) 
- [View all inquiries](#)
- [View inquiries by Submit / Reply Date Range](#)

A report of the your inquiries is available through the [View your inquiries](#) link.

### Bid Inquiry Contractor Report Your Inquiries

**Project:** Project Name (sorted by CommentID )    **Review:** Solicitation Number (00001)

Displaying 1 inquiry.

<u>Id</u>	<u>Discipline</u>	<u>Sheet</u>	<u>Detail</u>	<u>Spec</u>
9432	Other	not applicable	n/a	none

**Comment Classification: Public (Public)**

Question?  
On: Aug 29 2012.

Current Request Status: **Request Pending**

**Information for this report is procurement sensitive.**

**Report Complete**

FOUO/SBU/Public | AGENCY: DEMO-ProjNet | USER: Bidding Inquirer ( Logout )

# ProjNet

Quick Add Help 

ProjNet / Select Option

**Project:** (Project ID) Project Name    **Review:** Solicitation Number

**Select from one of the following options in the Bidder Inquiry system.**

Submit

- [Post a new inquiry](#)

Reports

- [View your inquiries](#)
- [View all inquiries](#)
- [View inquiries by Submit / Reply Date Range](#)

 In the bidder inquiry process your identity is not released to other bidders or to those working on answers to your question. In this process only authorized contracting staff representatives see your identity.

The question you post, any attached PDF file, and the answer to your inquiry are visible to all other authorized bidder inquiry users. Since your question and attachment may be visible do not include your name, your company's name, or any company-specific information in your question. Please review the contents from any PDF attachments and ensure the contents of these files are appropriately redacted prior to attaching any PDF file.

Logging out is achieved by clicking the (Logout) link in the far upper-right of the display.