

Exhibit A-ProjNet “How To” Guide

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

ProjNet

Quick Add Help

The ProjNet Suite: design, bid, build.

You are now logged out of ProjNet.

Managing Agency (req.)
Email (req.)
Password (req.)
Please read this privacy and security notice (req.):
☒ I agree ☐ I do not agree
Sign in
Forgot your password? | Register

Owners Operators
Construction Management Agent
Architects/Engineers Builders
Consultants Sub-Contractors Suppliers & Migs

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.

ProjNet

Quick Add Help

The ProjNet Suite: design, bid, build.

User account not found. Please create one using the form below.

Use the form below to register a new quick add account.

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.)
j. Time Zone (req.) [UTC -6] US/Central

Add User

Unregistered users will be asked to register.

ProjNet

Quick Add Help

The ProjNet Suite: design, bid, build.

Please enter the answer to your question

a. Question

What was the make of your first car?

b. Answer (req.)

Matchbox

Login

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

ProjNet

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

Quick Add Help

ProjNet / Select Option

You are now logged in.

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.

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.)
Public (Public)

b. Discipline (req.)
Other

c. Sheet (see note)
not applicable

d. Detail (see note)
n/a

e. Specification (see note)
none

f. File (pdf only) (opt.)
Browse...

Please limit your input to one item at a time

g. Question (req.)
(9)
Question?

Add Inquiry

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.)
Please select from below

b. Discipline (req.)
Please select from below

c. Sheet (see note)

d. Detail (see note)

e. Specification (see note)

f. File (pdf only) (opt.)
Browse...

Please limit your input to one item at a time

g. Question (req.)
(0)

Add Inquiry

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.

