



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Procurement Integrated Enterprise Environment Solicitation Module

The Procurement Integrated Enterprise Environment (PIEE) (<https://piee.eb.mil>) is the Department's core tool for facilitating full utilization of electronic processing of data and documents in the Procure-to-Pay environment. Within that environment, we developed the Solicitation Module to provide a capability for secure, timestamped submission of contractor proposals for DoD contracting offices, as announced by the attached memorandum, "Procurement Integrated Enterprise Environment Capabilities," dated May 7, 2020. The Solicitation Module was designed specifically to capture the documentation needed to memorialize the date and time of offer submissions, as well as to retain those files and the attendant time and date stamps. It supports large file sizes of 1.9 GB per file, with no limit on the number of files, as well as multiple file formats. It also is integrated with the System for Award Management for publishing associated notices in accordance with Federal Acquisition Regulation Part 5 requirements.

It has come to my attention that contracting offices are currently using file drop services (e.g., DoD SAFE) instead of proposal submission tools. Some of these offices have experienced bid protests relating to questions of whether offers were timely submitted. These file drop services are not specifically designed to meet the record keeping requirements of the competitive environment for receiving and storing bids or proposals from offerors. In light of these protests, contracting offices should discontinue use of these tools for receipt of offers as soon as practicable. I encourage the use of the Solicitation Module in PIEE as the alternative for publication of solicitations and receipt of offers. The Defense FAR Supplement Procedures, Guidelines, and Information will be updated to incorporate the substance of this memorandum.

Any questions regarding this subject may be directed to Mr. Bruce Propert at david.b.propert2.civ@mail.mil. For further information on the PIEE, contact the program office via email at PIEE_PMO@dla.mil.

John M. Tenaglia
Principal Director,
Defense Pricing and Contracting

Attachment:
As stated



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Attachment

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DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Procurement Integrated Enterprise Environment Capabilities

The Procurement Integrated Enterprise Environment (PIEE) (<https://wawf.eb.mil>) is the Department's platform for facilitating electronic data and documents in the Procure to Pay environment. In light of the national emergency response to the COVID-19 pandemic, and the impact on secure exchanges of information that would normally travel via mail, in secure email, or in person delivery, this memorandum highlights two capabilities recently added to PIEE that can enable exchanges of information with industry in a secure, traceable environment.

Solicitation Module

The Solicitation Module enables posting of solicitations to a widespread or restricted audience. This includes the ability to post draft or final solicitations, amendments, and attachments. Government users can designate either the entire solicitation or specific attachments as limited to use by specific companies. Contractors are able to submit their proposals via the portal, and contracting personnel are then able to use the portal to distribute proposals to reviewers. The system does not yet enable posting required notices at Contract Opportunities at Beta.SAM, but this will be available in the coming months. In the interim, the solicitation module can be used for solicitations not requiring announcements, such as those under fair opportunity procedures, or by separately posting the notice at Beta.SAM with a link to the solicitation. The module was recently modified to also support submission of unsolicited proposals by industry.

The Defense Threat Reduction Agency has been piloting use of the module for several months with good feedback from both the contracting workforce and industry. Any contracting officer with a PIEE account has access to the module.

A vendor registration guide for contractors on how to set up accounts in the system has been posted to the Defense Pricing and Contracting website at: https://www.acq.osd.mil/dpap/pdi/eb/docs/PIEE/PIEE_Solicitation_Module_Vendor_Access_Instructions.pdf.

Further training for the Solicitation module is available at: <https://wawftraining.eb.mil/wbt/xhtml/wbt/sol/index.xhtml>.

Contracting Communication Module

The communication module in PIEE enables secure transmission of messages and files among the parties involved in administering a contract. This can avoid the need for sending sensitive information by less than secure means. The module is available by default to existing users who are contract specialists, contracting officers, contracting officer representatives, and acceptors, as well as the contractors.

Training for the Contracting Communication Module is available at: <https://wawftraining.eb.mil/wbt/xhtml/wbt/ccm/index.xhtml>.

For any questions, my point of contact for this memorandum is Mr. Bruce Probert at david.b.probert2.civ@mail.mil or 703-697-4384. Questions may also be directed to the program office at WAWF_eBiz_Suite@dla.mil.

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Kim Herrington,
Acting Principal Director,
Defense Pricing and Contracting