

STEP 3 – ASSEMBLE RFP PACKAGE (Beta, current as of 05 October)

This step is the compilation of the blank Excel assessment form for offerors to complete plus the terms of the SOW. The Excel file comes from the Baseline assessment. The SOW report comes from the PM Approved RFP assessment.

These are compiled and sent as part of the RFP package.

PART 1: Export the Excel File for Potential Suppliers

1. Go to: <https://epm.csd.disa.smil.mil>
 - a. **Enter your SIPR token.**
 - b. **Check the box** acknowledging the Terms of Use
 - c. Click **Login**.
2. Click on **Manage Assessments** icon.
3. Locate the program's **Baseline Assessment** created in Step 1*.
 - a. Use the Baseline assessment ID in the ID search field to locate it quickly.
4. **Double click** on the row to open the assessment.
5. Click on the **Data Collection** icon.
6. Click on the **Conduct Assessment** icon.
7. Click on **Export to Excel**.
8. **Save** file.
 - a. If you use "Save", it will save to your download file.
 - b. If you use "Save As", you can save it wherever you like.
9. Click on **Manage Assessments** to return to Main ASM menu.

The job aids are created for SIPRNet. If logging on to demo site:

1. Go to: www.demo.countermeasures.com
2. Enter **your NIPRNet email address** in the first box in the Login window.
3. Enter your **password**.
4. **Check the box** acknowledging the Terms of Use
5. Click **Login**.

***The security questionnaire (assessment questions) are created from this export of the BASELINE assessment.**

None of the questions are answered in this assessment or in this file. This is the file potential offerors will use to respond to the RFP.

POTENTIAL SUPPLIERS WILL RECEIVE THIS FILE AS PART OF RFP PACKAGE

PART 2: Create the SOW for inclusion in RFP

1. Click on **Manage Assessments** icon. (May have to click on twice)
2. **Locate** the program's **PM Approved RFP Assessment**.
3. **Double click** to open assessment.
4. Click on **Reports** button at center of page.
5. Click on **Acquisition Security SOW Report**.
 - a. **Save** report.
6. **Open SOW file. (This reflects the yes's you compiled in Step 2.)**
7. **Save** the file as a pdf.
 - a. If you use "Save", it will save to your download file.
 - b. If you use "Save As", you can save it wherever you like.
8. **Exit ASM** by using the log off button in the upper right corner or close the program.

POTENTIAL SUPPLIERS WILL RECEIVE THIS FILE AS THE SOW REQUIREMENTS AS PART OF RFP PACKAGE

THE PROGRAM MANAGEMENT OFFICE SENDS THE EXPORTED EXCEL FILE FROM THE BASELINE ASSESSMENT (EXCEL) AND SOW REPORT (PDF) FROM THE PMO APPROVED RFP ASSESSMENT AS PART OF THE RFP PACKAGE.

This completes Step 3 of the ASM Process.