

# Guide to Creating Search Agents and Watched Opportunities on FedBizOpps

FEDBIZOPPS.GOV Federal Business Opportunities

Home Getting Started General Info Opportunities Agencies Privacy

Search more than **28,700\*** active federal opportunities.

Posted Date: Last 90 Days Set-Aside Code: Any

Place of Performance: Any State or Territory Type: Any

Keyword / Solicitation #: Agency:

Search

Additional criteria and multiple selections are available on the [advanced search form](#).  
\* Notices posted within the last 90 days.

**ATTENTION:** Agency users are responsible for properly uploading controlled, unclassified materials to FBO using the access control procedure for document packages and attachments detailed in the [FBO Buyers Guide](#). Do not upload ANY classified materials to FBO.

**Buyers / Engineers**  
Government users may post, manage, and award opportunities.

Username: Password: Login

- View Opportunities
- Register Now
- Password Reminder
- Recovery FAQs

**Vendors / Citizens**  
Vendors and citizens may search, monitor, and retrieve opportunities.

Username: Password: Login

- Find Opportunities
- Register Now
- Password Reminder
- Recovery FAQs

RECOVERY  
Locate actions funded by the American Recovery and Reinvestment Act.  
SEARCH RECOVERY OPPORTUNITIES  
SEARCH RECOVERY AWARDS

FBO RECOVERY REPORTS  
Click here for Opportunities  
Click here for Awards  
Click here to learn more.

SMALL BUSINESS EVENTS  
Learn more about the Small Business Central Event Listing or search now for events.  
SEARCH SMALL BUSINESS EVENTS

VENDOR COLLABORATION  
FBO now contains the Vendor Collaboration Central Event Listing.  
Learn more or search.  
VENDOR COLLABORATION

USER GUIDES  
Buyer  
Vendor  
Engineer  
Location / Agency Admin

Use Adobe Acrobat Reader to view files in PDF format.

DEMONSTRATION VIDEOS

To start:  
<https://www.fbo.gov>

To be able to save searches and schedule a search agent you will need to be logged into your Vendor/Citizen account. If you have not already created an account please do so by clicking "Register Now".

After logging in you will be taken to My FBO. Click on "View Saved Searches". This will bring you to the Search Agents Tab directly. Click "Add New Search Agent"

My FBO My Profile

My FBO

Quicklinks

- View Watched List
- View Saved Searches
- Find Opportunities
- Search and Create Saved Searches
- Edit My Profile
- Change Username/Password
- Browse By Agency

Select the place of performance that is appropriate for you. *\*If you hold down the Ctrl key, you can select more than one state. For instance Washington, Oregon, and Idaho. You can also search by zip code. \*Multiple zip codes can be separated by commas.*

If you would like to select a set-aside code you can do it here, however it may decrease your search results.

Try to avoid entering keywords as it can greatly diminish your results, we suggest using the NAICS codes your business uses.

For this example we've input the general utilities NAICS. You can see below it gives specific utilities NAICS for more specialized searches, however when a search was run using more specific NAICS, very few results were returned.

"Save" the search.

**Search Agent Label:**  
Please label this search agent  
Utilities

**Posted Date:**  
Note: This field is ignored for emailed search results as only new notices that you have not previously received are sent via email.

**Place of Performance State:**  
Hold CTRL to select multiple states  
U.S. Virgin Islands  
Utah  
Vermont  
Virginia  
Washington

**Place of Performance Zip Code:**  
Separate multiple zip codes by commas

**Set-Aside Code:**  
[More information about Set-Aside Codes](#)

Competitive 8(a)  Partial HBCU / MI  Total HBCU / MI  
 Emerging Small Business  Partial Small Business  Total Small Business  
 HUBZone  Service-Disabled Veteran-Owned Small Business  Veteran-Owned Small Business  
 Woman Owned Small Business  Economically Disadvantaged Woman Owned Small Business  Very Small Business

**Opportunity/Procurement Type:**

Presolicitation  Combined Synopsis/Solicitation  Sources Sought  
 Modification/Amendment/Cancel  Sale of Surplus Property  Special Notice  
 Foreign Government Standard  Award Notice  Justification and Approval (J&A)  
 Intent to Bundle Requirements (DoD-Funded)  Fair Opportunity / Limited Sources Justification

**Agency/Office/Location(s):**  
 All Agency/Office/Locations  Specific Agency/Office/Locations

**Recovery and Reinvestment Act Action:**  
 Yes  No  Ignore

**Keywords or SOL#:**  
Enter a keyword or solicitation number to search all opportunity data.

**NAICS Code:**  
Use the search box to find NAICS Codes and mark one or more checkboxes to add to your selection.  
Changing your search criteria does not remove items from your selection.

213115 -- Support Activities for Nonmetallic Minerals (except Fuels) Mining  
 221 -- Utilities  
 221111 -- Hydroelectric Power Generation  
 221112 -- Fossil Fuel Electric Power Generation  
 221113 -- Nuclear Electric Power Generation  
 221114 -- Solar Electric Power Generation

Here you can name your Search Agent

You can select specific agencies if you prefer. Most businesses will select All Agency Office Locations.

**Search Agents**  
RETURN TO OPPORTUNITIES RETURN TO LIST (OPPORTUNITIES)

Opportunities List | Advanced Search | Search Results | Watched | **Search Agents** | Bids/Responses | Archives

Items 1-1 of 1

Label	Agent Type	Last Run On	Next Scheduled Run	Schedule	Options
Utilities	Vendor Notice Search	-	-	1 day	Schedule Edit <b>Run</b> Delete

Add New Search Agent Items 1-1 of 1

Once you have saved your Search Agent it will be listed under the Search Agent Tab. Make sure to test the parameters you've set for the search before you schedule it. You can do that by clicking Run *\*You can also click run at any time if you would like to look for new opportunities posted.*

If you get this screen:

No items found

You may want to alter your parameters to show opportunities relevant to your business. It means your current parameters are too narrow. Set Asides, keywords and multiple NAICS codes could possibly be the culprit for narrow or zero results.

\*Remember\* you can set multiple search agents. Each can show different NAICS codes or opportunity types so you can have access to different lists with different parameters. Setting them all on one can potentially lead to zero results. If you need to alter your search parameters, just click "Edit"

- These are the results returned with the Search parameters from the previous page. If you click on the name of the Opportunity, full detail of the opportunity will show

- When you find an opportunity you would like to be notified about with any changes, you can select Watch This Opportunity and you will get an email notification anytime there is a modification to the opportunity.

**Opportunities**  
RETURN TO OPPORTUNITIES

Opportunities List | Advanced Search | Search Results

Please note, there may be opportunities FBO did not recognize by submitting agency did not enter the Place of Performance location

Refine Results | Clear Search | 1 - 2 of 2

**Operation & Maintenance Services of the Quinault Wastewater Treatment Plant (QWWTP)**  
Solicitation Number: AG-05G2-S-12-0004  
Agency: Department of Agriculture  
Office: Forest Service  
Location: R-6 Northwest Contracting Area, Olympic NF

Notice Details | Packages | Interested Vendors List

Complete View | Original Synopsis | Presolicitation | Feb 14, 2012 11:59 am | Changed | Apr 13, 2012

Return To Opportunities List | Watch This Opportunity | Add Me To Interested Vendors

Opportunity	Agency/Office/Location	Type	Posted On
<a href="#">Operation &amp; Maintenance Services of the Quinault Wastewater Treatment Plant (QWWTP)</a> AG-05G2-S-12-0004 Z -- Maintenance, repair, and alteration of real property	Department of Agriculture Forest Service R-6 Northwest Contracting Area, Olympic NF	Presolicitation / Cancelled	Apr 13, 2012
<a href="#">Utility Services: Steam - Nakamura CH - Seattle, WA</a> GS-10P-09-LS-C-0018 S -- Utilities and housekeeping services	General Services Administration Public Buildings Service (PBS) Facilities Operations Support Branch, Service Contracts Team (10PCS)	Sources Sought	Dec 31, 2008

Refine Results | Clear Search | 1 - 2 of 2 | Showing 20 per page

- Now that you know your search will return results relevant to you, you will want to schedule the search agent. By scheduling the search agent you can be notified via email when new opportunities meeting your criteria are posted.
- To schedule your search agent go back to the search agent list under the Search Agent tab. Click Schedule (to the left of Edit and Run)

### Enable/Schedule Your Search Agent

Save | Return To List

Label\*:  
Utilities

Enabled\*:  
Checking 'yes' will enable your agent to be run on a scheduled basis.  
 Yes  No

Period\*:  
Day

Multiple\*:  
The value entered here will be used to determine how frequently your agent is run.  
1

Save | Return To List

You should see the title of your search agent. Select Yes under "Enabled". From there, you set how often you would like this search to run. For instance if you put Day and 1, it will be run daily and any new opportunities will get emailed to you. If you select Day and 3 it will be run every three days.

Make sure you hit "save"

You can follow the same steps to set up multiple Search Agents if your business works in with more than one NAICS code.