



VIPR Next Gen for Vendors | How-To Reference Guide

Finding Opportunities (Solicitations)

Before you can submit a quote, you need to find the right opportunity. This guide explains where to find solicitations in VIPR Next Gen, how to read what an opportunity is asking for, and how to use the sorting and filtering tools to manage your list efficiently.

How to Find Opportunities

Step 1 Navigate to the Opportunities Tab

Log into the [VIPR Next Gen application](#) and navigate to the Opportunities tab on the left-hand navigation pane. This is where available solicitations are listed.

Opportunities/Solicitations posted in SAM.gov will also appear here in the Opportunities tab. You do not need to check SAM.gov separately to find opportunities/solicitations, everything available to you will be visible from the Opportunities tab.

Step 2 Search for Opportunities

Narrow the search using the search bar at the top of the Opportunities page to find solicitations relevant to you. Searching by a keyword like resource family, for example, “heavy equipment”, is an easy way to find solicitations that match the equipment or personnel you have available. If no results are returning, try broadening your search. You can also search by solicitation number or title if you already know what you are looking for.



Opportunities

These terms “opportunity” and “solicitation” refer to the same thing. Contracting Officers use the term Solicitation, so you will see this in SAM.gov and in official documents. In the VIPR Next Gen Vendor application, the same item is called an Opportunity. Solicitations can be found by looking in the Opportunities tab in the Vendor application.

Step 3 Sort and Filter Your Results

The Opportunities page has several sorting and filtering tools to help you manage your list, especially if you work with many different resource types or are tracking multiple solicitations at once. Here is a summary of what is available:

Filter	How to use it	What it does
Opportunity status filter	Toggle to show active only	Hides closed or inactive solicitations so you only see ones you can respond to
Type filter	Select “Solicitation” from the dropdown	All I-BPA opportunities will show as Solicitation type
Response due search	Click the dropdown and select a date range on the calendar	Find response due dates within a specified date range



Response due date sort	Click the column header or use the sort control	Sort ascending to see the most urgent deadlines first; sort descending to see furthest-out dates first
My Status filter	Filter by Interested, In Progress, or Submitted	Useful for tracking where you are on each opportunity you are working on

To keep your filters for later use, select the **Manage Filters** filter icon and then **Save filter as...**

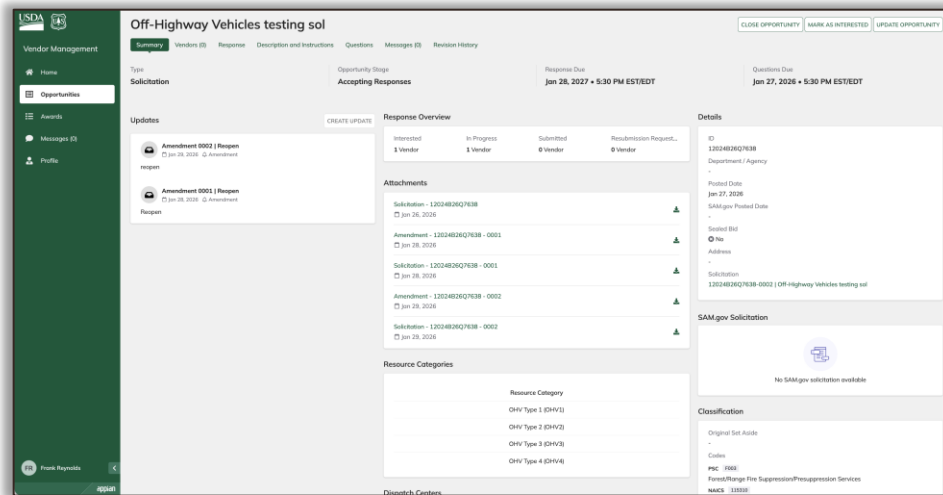
Step 4 Open an Opportunity and Review Details

Click on any solicitation in the list to open it. Once inside, you will see:

- A description of the solicitation and any special instructions from the Contracting Officer.
- Key details including the solicitation ID, posted date, and response due date.
- The resource categories being accepted, which this tells you exactly what types of equipment or personnel are being requested. Only resources that match these categories will be available to add to your quote.
- The dispatch centers accepting this solicitation. Note that awards are restricted to dispatch centers within the region where the solicitation was issued, and you must be able to respond to orders from that dispatch center. Consider this before responding to solicitations outside your area. When building your quote, you will only be able to assign dispatch centers requested on the solicitation to your resources.



- An attachments section where you can download the full solicitation PDF (SF 1449), as well as any amendment, and review all the terms, conditions, and specifications before deciding whether to respond.



Always review the solicitation PDF before submitting a quote. It contains the complete terms and conditions, resource specifications, and evaluation criteria that apply to your submission.

Step 5 Mark as Interested

If you find an opportunity/solicitation you want to respond to, you must first mark it as Interested before you can submit a quote. This is a required step that enables you to build submit your quote. It will also enable you to track the solicitation on your home page alongside your other active opportunities that you are interested in or responding to.

Click the **MARK AS INTERESTED** button in the top right corner of the Summary or Response tab. Once you do this, the opportunity status will change to Interested and you can build a quote.



MARK AS INTERESTED

Marking as interested does not commit you to submitting a quote. It simply enables you to begin building one. You can always decide not to submit after marking as interested.

You can also always deselect this option to mark it as "Uninterested" if you are no longer interested, given that you have not submitted a response.

Opportunity Statuses

As you work through the process, your status on each opportunity/solicitation will change. Here is what each status means:

Interested	You have marked this solicitation as interested and can now build a quote on the Response tab. The solicitation will also appear on your home page so you can track it alongside your other active opportunities.
In Progress	You have started building a quote but have not yet submitted it.
Submitted	You have submitted your quote. The quote will now go into evaluation by the CO.



Need further support?

If you have additional questions on this process or a specific agreement, contact your CO.

If you need support with using VIPR Next, refer to the support materials found on the Procurement and Property Services (PPS) Website's VIPR Next Gen page under the "Vendor Support" tab:

https://www.fs.usda.gov/business/incident/vendorsupport.php?tab=tab_d

For technical support, contact the Interagency Incident Applications Helpdesk at (866) 224-7677 (press option 3 for VIPR Next Gen) or via an online ticket at

<https://iiahelpdesk.nwcg.gov/>.

