**Small Business 8(a) Program Dummy Solicitation**

**Instructions to Look at *ANY* Drawing Random Set:**

**ACCESSING cFOLDERS:**

a. Log into cFolders. <https://pcf1.bsm.dla.mil/cFolders>

* On the HOME page, look on the right side in the light blue boxed area.

* Click on the link for <FILTER FOR SOLICITATION FOLDERS>.
* On the next page, insert the Solicitation Number in the Solicitation Number field. Use all CAPS, no dashes. OPEN8ANSNS72015\*
* Click <SAVE>.
  + - Please note: On this page, there should not be any other criteria listed for the search. Do not include a date range or choose the option that the
    - Solicitation is closed. Ensure only the Solicitation is listed for the search.
* Will get 28 folders: OPEN8ANSNS72015\_001 thru OPEN8ANSNS72015\_028
* You may also click on each folder Number to see which NSNs that folder contains.
  + Click the <NSN>
  + Click <Drawings>
* On the next page, you may choose to <DOWNLOAD> or click on the Drawing Number which will take you to the next page where you can open the drawing.

**Instructions to Find *SPECIFIC* NSN Drawing Sets:**

**ACCESSING cFOLDERS:**

a. Log into cFolders. <https://pcf1.bsm.dla.mil/cFolders>

* On the HOME page, look on the Left side in the "FUNCTIONS" area.

* Go to "Search by Material Number" ---> CREATE

\*\*\*this is to search for an individual NIIN (last 9 digits of NSN)\*\*\*

*(ex)*

|  |  |
| --- | --- |
| **NSN** | **NIIN** |
| 1005-00-017-9543 | 000179543 |

\*\*\**NIIN is in column C of 8(a) Spreadsheet\*\*\**

* Next page: Search Term #1 type OPEN8ANSNS72015\*

Search Term #2 type NIIN ----> start

* Click on Search Request Name
* Next page: look for the item that has Search Results for Terms 1 & 2

Click on the name that has both Search Results for Terms 1 & 2

* Next page: click on Material Number

* Next page: you may choose to <DOWNLOAD> or click on the Drawing Number which will take you to the next page where you can open the drawing.

**Types of Technical Data *OTHER* than Drawings: Mil & Comm Specs**

* For **mil specs** (*example: MIL-F-23788A*) you would download from ASSIST, <http://quicksearch.dla.mil/>
* For **commercial specs** (*example: ASTM B88-09, SAE AMS-T-5066A*), suggest Googling these specs, search results will likely direct you to [www.astm.org](http://www.astm.org) or [www.sae.org](http://www.sae.org) (please note you will have to purchase commercial specs)

**Questions?**

* If you have trouble navigating the system (*i.e. locating a particular NIIN)*, please send an email to [MfgCapabilitySurvey@dla.mil](mailto:MfgCapabilitySurvey@dla.mil)
* All other questions regarding cFolders, please send an email to [DSCR.PDMDDistribution@dla.mil](mailto:DSCR.PDMDDistribution@dla.mil)