

## Attachment 9

### FCAS Vendor Portal Add/Edit User Accounts

OMB No.: 0925-0773

Expiration Date: 10/31/2024

Collection of this information is authorized by The Public Health Service Act, Section 411 (42 USC 285a). Rights of participants are protected by The Privacy Act of 1974. Participation is voluntary, however in order for NCI Office of Acquisitions (OA) to provide access to the Vendor Portal for use in uploading deliverables and invoices and responding to and submitting requests to NCI OA, Vendor Portal registration is required. The information collected will be kept private to the extent provided by law. Names and other identifiers will not appear in any report other than what is utilized by NCI OA and program staff for routine day-to-day contract administration. Information provided will be combined for all participants and reported as summaries. You are being contacted by email to complete this Vendor Portal Registration form and a voluntary survey so that NCI can provide your Vendor Firm with Vendor Portal access and improve the website. The information you provide will be included in a Privacy Act system of records, and will be used and may be disclosed for the purposes and routine uses described and published in the following System of Records Notices (SORN): 09-25-0216 Administration: NIH Electronic Discovery and 09-25-0118 Contracts: Professional Services Contractors <https://www.hhs.gov/foia/privacy/sorns/nih-sorns.html>.

Public reporting burden for this collection of information is estimated to average 6 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0773). Do not return the completed form to this address.

## Creating New Vendor User Account:

- Existing Contracts
- Planning
- Solicitations
- Company Account
- Reports

LEAVE FEEDBACK

Leidos Biomedical Research, LLC

DUNS#: 12345678

DETAILS
USERS

**Business Summary**

[EDIT](#)

Company Name	Kantraktor, llc
Address	123 Street 400 Lane, Capitol City, VA 12345
Phone Number	888-888-8888
DUNS	123456789

Leidos Biomedical Research, LLC

DUNS#: 12345678

DETAILS
USERS

ADD USER

Show inactive users

Name	Account Active	Email	Permissions	Admin
America Walker	✓	afmail@email.gov	Deliverables, Invoices, COAs, Notifications, Planning, Solicitations	✓
Macy McIntire	✓	afmail@email.gov	Deliverables	
Ivette Espinosa	✓	afmail@email.gov	Deliverables	
Hayden Beale	✓	afmail@email.gov	Invoices	
Madie Hanna	✓	afmail@email.gov	Invoices	
Tonja Callender	✓	afmail@email.gov	Planning	
Jesusa Loftin	✓	afmail@email.gov	Solicitations	
Marita Alba	✓	afmail@email.gov	Solicitations	
Melodee Medlock	✓	afmail@email.gov	Solicitations	

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### New User Account

**Account Enabled**

First Name  Last Name

Job Title

Email

Phone Number

**Grant access to view:**

- All Areas: Business Representative
- COAs
- Deliverables
- Invoices
- Notifications
- Planning
- Solicitations

**Coordinator Assignments:**

- Planning Coordinator**  
Can be assigned to Requirements by the government.
- Solicitation Coordinator**  
Will be assigned to all Solicitations shared with your company.

[CANCEL](#) [SEND INVITE](#)

**Editing Vendor User Account:**

**Leidos Biomedical Research, LLC**  
DUNS#: 12345678

DETAILS **USERS**

[ADD USER](#)  Show inactive users

Name	Account Active	Email	Permissions	Admin
America Walker	✓	afmail@email.gov	Deliverables, Invoices, COAs, Notifications, Planning, Solicitations	✓
Macy McIntire	✓	afmail@email.gov	Deliverables	
Ivette Espinosa	✓	afmail@email.gov	Deliverables	
Hayden Beale	✓	afmail@email.gov	Invoices	
Madie Hanna	✓	afmail@email.gov	Invoices	
Torja Callender	✓	afmail@email.gov	Planning	
Jesusa Loflin	✓	afmail@email.gov	Solicitations	
Marita Alba	✓	afmail@email.gov	Solicitations	
Melodee Medlock	✓	afmail@email.gov	Solicitations	

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Double click on user's name

## Edit User Account

Account Enabled

First Name

Macy

Last Name

Tam

Job Title

CTO

Email

macy.tam@company.com

Phone Number

808-888-8888

### Grant access to view:

- All Areas: Business Representative
- COAs
- Deliverables
- Invoices
- Notifications
- Planning
- Solicitations

### Coordinator Assignments:

- Planning Coordinator**  
Can be assigned to Requirements by the government.
- Solicitation Coordinator**  
Will be assigned to all Solicitations shared with your company.

CANCEL

SEND INVITE

## Edit Vendor Assigned Staff

← Existing Contracts

### Advance Universal Influenza Vaccine Candidates Based on RBD-Ferritin Nanoparticles

PIID: HHSN26100001      Ref PIID: HHSN261201500003I

**DETAILS**   INVOICES   DELIVERABLES   COAS   WORK ORDERS   NOTIFICATIONS   FILES

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#### Contract Details

Vendor	Leidos Biomedical Research
Status	Active
PIID	HHSN26100003      REF PIID HHSN261201500003I
Severability	Other
Amount Funded	\$5,000,000.00
Amount Remaining	\$5,000,000.00
Amount Remaining	\$5,000,000.00

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#### Team Assignments

[EDIT](#)

Primary Point of Contact	Hubert Francis
Associate	Angelo Horton
Associate	Kate Santiago

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#### Assigned Staff

CO	<b>Fred Rogers</b>
Date Assigned	June 4, 2017
CS	<b>Roger Serge</b>
Date Assigned	June 4, 2017
COR	<b>Serge Timbre</b>
Date Assigned	June 4, 2017
SS	<b>Forrest Juard</b>
Date Assigned	June 4, 2017
SS	<b>Sera Ambre</b>
Date Assigned	June 4, 2017
SS	<b>Steve Smith</b>
Date Assigned	June 4, 2017