

ARMY
CHESS 
**COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS**

ITES-2S/ITS-SB
IT e-mart
Request for Proposal
(RFP) Tutorial



February 2013

Introduction

- This briefing will introduce the Request for Proposal (RFP) process to customers
- Requests for Proposals (RFPs) must be created by a Contracting Officer or Contract Specialist using the CHESSE IT e-mart <https://chess.army.mil>
- You will learn:
 - How a Contracting Officer or Contract Specialist submits an RFP
 - How a vendor views and responds to an RFP
 - How a Contracting Officer or Contract Specialist views vendor responses
 - How Contracting Officers, Contract Specialists or vendors can submit amendments to RFPs
 - How a Contracting Officer or Contract Specialist can delete an RFP
 - How a Contracting Officer can transfer an RFP

The RFP Process



Step 1 – Log into the IT e-mart

Authenticate

Contact Us | Feedback | FAQ | Sitemap | Login | Register

Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

ARMY CHES
COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS

Army's designated "primary source" for commercial IT

Hardware | Software | Services | RFQ/RFP | Consolidated Buy | Resources | About CHES

Hardware

- Contracts
- DoD UC APL
- Ordering Guides
- Consolidated Buy
- RFQ
- Waivers

Log On

Please enter your user name and password. [Register](#) if you don't have an account.

Account Information

Non-Army

Email

Password

CAC Login to AKO/DKO

By clicking the Login button above, you agree to comply with the Terms of Use listed at the bottom of the page.

Log In **Army**

You will need to log in to access the RFP process

NOTE: You must be a Contracting Officer or Contract Specialist to create an RFP

Scheduled Web site Outages: Saturdays between 2-5 AM EST and the 2nd & 4th Tuesday of the month between 7-12 PM EST. Any other non-scheduled outages will be posted as a banner at the top of the page.

[Chess Home](#) | [FAQ](#) | [Web Privacy](#) | [Security Policy](#)

This page was modified on: Wednesday, November 09, 2011, 6:42 PM (EST)

ARMY PEO EIS
PEO ENTERPRISE INFORMATION SYSTEMS

ARMY ONLINE
AKO

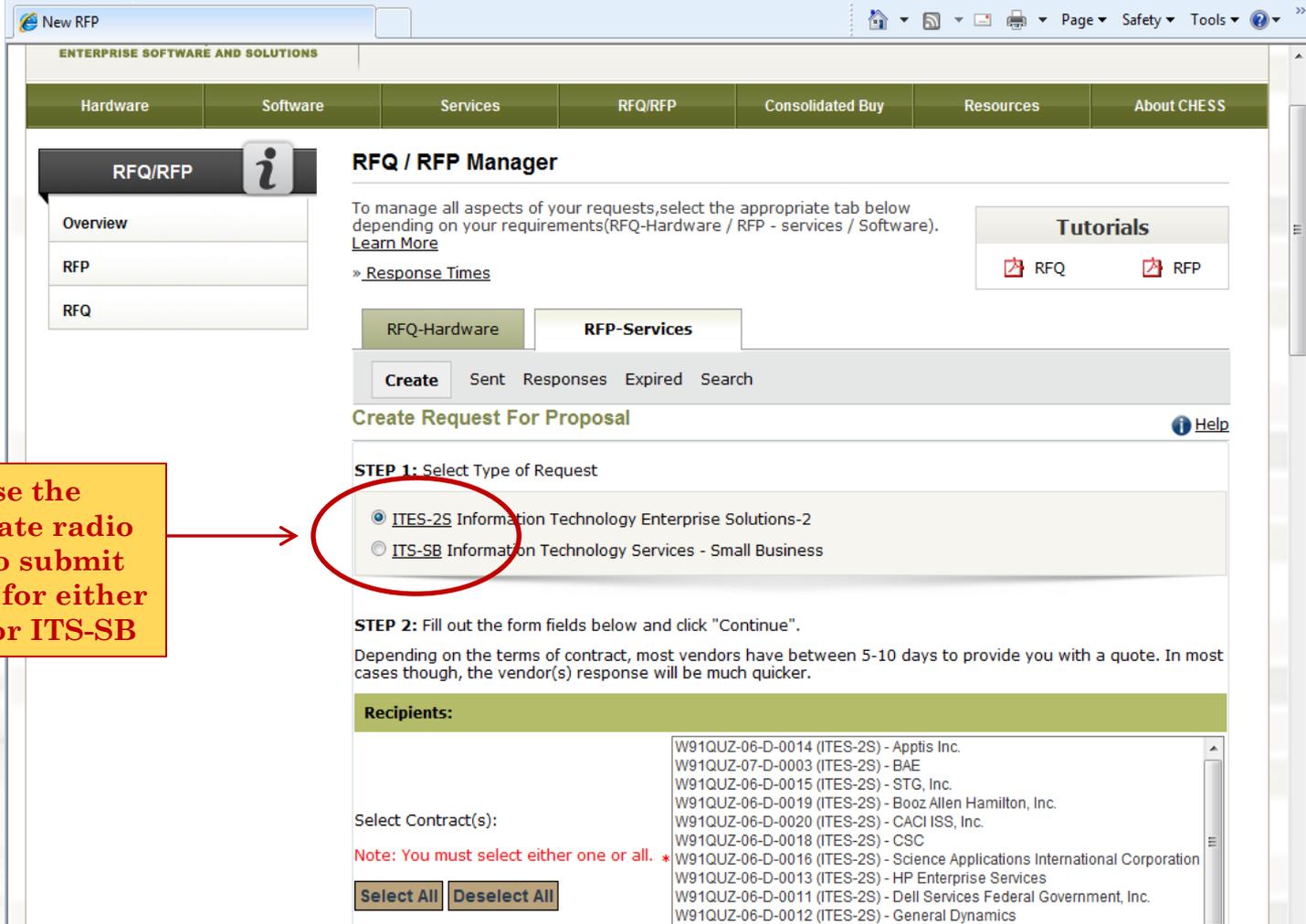
<https://ches.army.mil>

Step 2 – Access the RFP Online Tool

The screenshot shows the ARMY CHESS website interface. At the top, there is a navigation bar with links for Contact Us, Feedback, FAQ, Sitemap, My Account, and Logout. A customer support number (1-888-232-4405) and hours (8-5 EST) are also displayed. The main header features the ARMY CHESS logo and the tagline "Army's designated 'primary source' for commercial IT". Below this is a green navigation menu with categories: Hardware, Software, Services, RFQ/RFP, Consolidated Buy, Resources, and About CHESS. The main content area is organized into six columns, each with an icon and a list of links. The 'Services' column contains the following links: ITES-2S Ordering Guide, Online RFP Tool (circled in red), and ITES-2S Vendor Email List. A yellow callout box with a red arrow points to the 'Online RFP Tool' link, containing the text: "Click on 'Online RFP Tool' link". Other columns include Hardware (PC/Notebook/Printer/VTC, Servers, Networking, VTC, Unified Capabilities Product List), Consolidated Buy (Product & Prices, Schedule, Exceptions), CHESS Training (CHESS 101 Briefing, Ordering Guides, RFQ Tutorials), and Other Links (RFQ/RFP, Waivers, Policy). The footer contains sections for Mission, Featured (Consolidated Buy 16), News, and FAQs.

<https://chess.army.mil>

Step 3 – Select Type of Request



Choose the appropriate radio button to submit your RFP for either ITES-2S or ITS-SB

RFQ / RFP Manager

To manage all aspects of your requests, select the appropriate tab below depending on your requirements (RFQ-Hardware / RFP - services / Software).
[Learn More](#)

» [Response Times](#)

Tutorials

RFQ RFP

RFQ-Hardware **RFP-Services**

Create Sent Responses Expired Search

Create Request For Proposal [Help](#)

STEP 1: Select Type of Request

[ITES-2S](#) Information Technology Enterprise Solutions-2

[ITS-SB](#) Information Technology Services - Small Business

STEP 2: Fill out the form fields below and click "Continue".

Depending on the terms of contract, most vendors have between 5-10 days to provide you with a quote. In most cases though, the vendor(s) response will be much quicker.

Recipients:

Select Contract(s):

Note: You must select either one or all. *

Select All Deselect All

W91QUZ-06-D-0014 (ITES-2S) - Apptis Inc.
 W91QUZ-07-D-0003 (ITES-2S) - BAE
 W91QUZ-06-D-0015 (ITES-2S) - STG, Inc.
 W91QUZ-06-D-0019 (ITES-2S) - Booz Allen Hamilton, Inc.
 W91QUZ-06-D-0020 (ITES-2S) - CACI ISS, Inc.
 W91QUZ-06-D-0018 (ITES-2S) - CSC
 W91QUZ-06-D-0016 (ITES-2S) - Science Applications International Corporation
 W91QUZ-06-D-0013 (ITES-2S) - HP Enterprise Services
 W91QUZ-06-D-0011 (ITES-2S) - Dell Services Federal Government, Inc.
 W91QUZ-06-D-0012 (ITES-2S) - General Dynamics

Step 4 – Select Vendors

New RFP

ENTERPRISE SOFTWARE AND SOLUTIONS

Hardware Software Services RFQ/RFP Consolidated Buy Resources About CHES

RFQ/RFP

Overview
RFP
RFQ

RFQ / RFP Manager

To manage all aspects of your requests, select the appropriate tab below depending on your requirements (RFQ-Hardware / RFP - services / Software). [Learn More](#)

» [Response Times](#)

Tutorials
 RFQ RFP

RFQ-Hardware **RFP-Services**

Create Sent Responses Expired Search

Create Request For Proposal

STEP 1: Select Type of Request

[ITES-2S](#) Information Technology Enterprise Solutions-2
 [ITS-SB](#) Information Technology Services - Small Business

STEP 2: Fill out the form fields below and click "Continue".
 Depending on the terms of contract, most vendors have between 5-10 days to provide you with a quote. In most cases though, the vendor(s) response will be much quicker.

Recipients:

Select Contract(s):

Note: You must select either one or all. *

Select All **Deselect All**

- W91QUZ-06-D-0014 (ITES-2S) - Apptis Inc.
- W91QUZ-07-D-0003 (ITES-2S) - BAE
- W91QUZ-06-D-0015 (ITES-2S) - STG, Inc.
- W91QUZ-06-D-0019 (ITES-2S) - Booz Allen Hamilton, Inc.
- W91QUZ-06-D-0020 (ITES-2S) - CACI ISS, Inc.
- W91QUZ-06-D-0018 (ITES-2S) - CSC
- W91QUZ-06-D-0016 (ITES-2S) - Science Applications International Corporation
- W91QUZ-06-D-0013 (ITES-2S) - HP Enterprise Services
- W91QUZ-06-D-0011 (ITES-2S) - Dell Services Federal Government, Inc.
- W91QUZ-06-D-0012 (ITES-2S) - General Dynamics

Select all vendors unless the requirement meets one of the exceptions as defined in FAR 16.505 (b) or DFARS 216.505-70.

Select All **Deselect All**

Step 5 – Enter Requirement

New RFP

Home RSS Mail Print Page Safety Tools

Proposal Details:

Proposal Name: *

Default Due Date: *

Proposal: Enter the details of your request. Be as specific as you can. This will assist the vendor in giving you the proper quote. NOTE: You are limited to 4000 characters. If you need more space, use the file attachment feature below. *

Characters left: 4000

Estimated Dollar Value (Including Options): * \$0.00
 This field is only viewed by CHES. It is NOT submitted to the Vendor.

Add Attachments

Only the following file types will be accepted:

- Word (.doc & .docx)
- Excel (.xls & .xlsx)
- Adobe Acrobat PDF (.pdf)
- TIFF Files (.tif)
- WinZip Files (.zip)

You may upload with a maximum file size of **5 megabytes (MB)** per file.

Files to upload:

Comments:

Attach Your file:

(1) Name the RFP

(2) Enter information about the RFP. Please be sure to provide proposal delivery instructions (e.g. email, hardcopy) in your RFP posting.

The “Estimated Dollar Value” is only viewable by the contracting officer, contract specialist, and CHES. No vendors see this!

Step 6 – Add Attachments

New RFP

Add Attachments

Only the following file types will be accepted:

- Word (.doc & .docx)
- Excel (.xls & .xlsx)
- Adobe Acrobat PDF (.pdf)
- TIFF Files (.tif)
- WinZip Files (.zip)

You may upload with a maximum file size of **5 megabytes (MB)** per file.

Files to upload:

Comments:

Attach Your file:

STEP 3: Now fill out the contact information and submit the form.
The vendor(s) will be notified via email of your request.

Remember: To check the status of your request use the "RFQ's/RFP's" link in the My Account panel at right.

* = Required Field

Enter Contact Information

Submitting POC:

Not all contact information is available for the submitting POC. Please fill in the contact information below.
Joanna Corcoran

joanna.m.rogers.ctr@us.army.mil
User agency is not available
ARMY

Role: *

Customer POC:

You may attach up to 5 files of 5MB each.
(The system accommodates Word, Excel, PDF, TIF, and WinZip files)

Put a specific title that relates to your RFP in the comments section. This helps vendors track attachments easily.

Step 7 – POC, Questions, Submit RFP

New RFP

Enter Contact Information

Submitting POC:

Not all contact information is available for the submitting POC. Please fill in the contact information below.
Joanna Corcoran

joanna.m.rogers.ctr@us.army.mil
User agency is not available
ARMY

Role: * (Select a role from this list) ▾

Customer POC:

Same As Above

First Name: *

Last Name: *

Phone: * 999-999-9999

Email: *

Role: * (Select a role from this list) ▾

Organization: * Army Non-Army
(Select one from this list. Use "OTHER" if unknown or not found in the list) ▾

Enter Details About Your Proposal Request

Is this a performance based task order? * Yes No

Is this a new Requirement? * Yes No

Is this Task Order in compliance with the Clinger-Cohen Act? * Yes No

Submit RFP

Scheduled Web site Outages: Saturdays between 2-5 AM EST and the 2nd & 4th Tuesday of the month between 7-12 PM EST. Any other non-scheduled outages will be posted as a banner at the top of the page.

[Chess Home](#) | [FAQ](#) | [Web Privacy](#) | [Security Policy](#)




Submit contact information about end user. This information is maintained by CHES, but not shared with vendors

Answer basic contracting questions regarding this requirement.

Click to submit RFP

View of successfully submitted RFP

Confirmation

Overview
RFP
RFQ

To manage all aspects of your requests, select the appropriate tab below depending on your requirements (RFQ-Hardware / RFP - services / Software).
[Learn More](#)

» [Response Times](#)

RFQ-Hardware RFP-Services

Create Sent Responses Expired Search

Request for Proposal Success
The following RFPs were created successfully.
Each Vendor will be notified via email of your request.

Proposal ID: RFP-6046511-100028-100014-6046511 Proposal ID: [W91QUZ-06-D-0014](#)
Contract: W91QUZ-06-D-0014 (ITES-2S) Apptis Inc.

Proposal ID: RFP-6046511-100028-100042-6046512 Proposal ID: [W91QUZ-07-D-0003](#)
Contract: W91QUZ-07-D-0003 (ITES-2S) BAE

Proposal ID: RFP-6046511-100028-100043-6046513 Proposal ID: [W91QUZ-06-D-0015](#)
Contract: W91QUZ-06-D-0015 (ITES-2S) STG, Inc.

Proposal ID: RFP-6046511-100028-100044-6046514 Proposal ID: [W91QUZ-06-D-0019](#)
Contract: W91QUZ-06-D-0019 (ITES-2S) Booz Allen Hamilton, Inc.

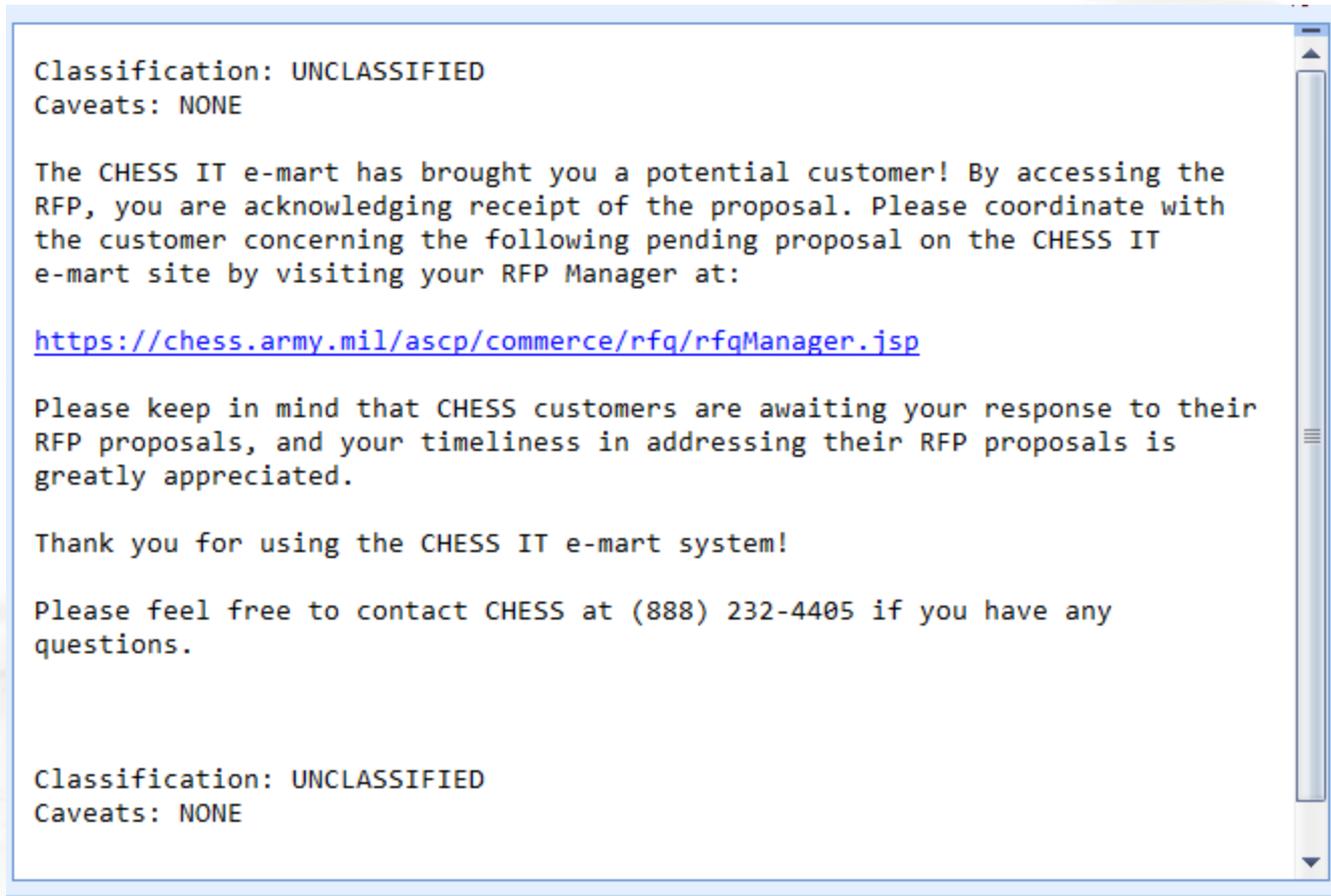
Proposal ID: RFP-6046511-100028-100045-6046515 Proposal ID: [W91QUZ-06-D-0020](#)
Contract: W91QUZ-06-D-0020 (ITES-2S) CACI ISS, Inc.

Proposal ID: RFP-6046511-100028-100027-6046516 Proposal ID: [W91QUZ-06-D-0018](#)
Contract: W91QUZ-06-D-0018 (ITES-2S) CSC

When you have finished your screen will look like this, with notices sent to all prime vendors. If the task is a sole source selection, only one vendor will be shown.

Email to Vendor(s)

- Each vendor receives an email, which looks similar to this one, alerting them of your RFP.



Amending an RFP

Amending an RFP

The **Amendment** feature allows you to:

- Update an RFP at any time in the process
- Clarify the details of a requirement
- Notify vendors of updates or new deadlines

Vendors and Contracting Officers or Contract Specialists may both submit amendments.

Amending an RFP

The screenshot shows a web application interface for managing RFPs. On the left, there is a sidebar with 'RFP' and 'RFQ' tabs. The main content area is titled 'Sent' and contains a search bar for 'Sent RFPs' and a 'Search' button. Below the search bar, there is a navigation bar with 'Create', 'Sent', 'Responses', 'Expired', and 'Search' tabs. The 'Sent' tab is active, and it displays a list of RFPs. The first RFP is highlighted in green and has the following details:

- RFP ID:** [6046511](#)
- Program:** ITES-2S
- Contract:** W91QUZ-06-D-0014
- Vendor:** Apptis Inc.
- Request Name:** Test
- Acknowledge:** NO
- Responded:** NO
- Due Date:** 3/3/2013
- Amendments:** 0
- Expired Date:** 3/3/2013
- Expected Response Date:** 2/15/2013
- Expected Acknowledge Date:** 2/7/2013

At the bottom of the RFP details, there is a navigation bar with the following links: [CancelRFP](#), [DeleteFromMyList](#), [Amend](#), and [Transfer](#). The 'Amend' link is circled in red, and a red arrow points from a yellow box to it.

Click on the link "Amend" found on the Sent tab in the RFP Manager.

Amending an RFP

Amend

Contact Us | Feedback | FAQ | Sitemap | My Account | Logout Customer Support: 1-888-232-4405 (Hours: 8-5 EST)



Army's designated "primary source" for commercial IT

Welcome: Joanna Corcoran
Last Login: Tue, 05 Feb 2013 08:22:11 GMT

Hardware	Software	Services	RFQ/RFP	Consolidated Buy	Resources	About CHES
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Amend RFP

Choose Contracts:

* = Required Field

Recipients:

Select Contract(s):

Note: You have to select ALL contractors since Due Date is not passed.

- W91QUZ-06-D-0014 (ITES-2S) - Apptis Inc.
- W91QUZ-07-D-0003 (ITES-2S) - BAE
- W91QUZ-06-D-0015 (ITES-2S) - STG, Inc.
- W91QUZ-06-D-0019 (ITES-2S) - Booz Allen Hamilton, Inc.
- W91QUZ-06-D-0020 (ITES-2S) - CACI ISS, Inc.
- W91QUZ-06-D-0018 (ITES-2S) - CSC
- * W91QUZ-06-D-0016 (ITES-2S) - Science Applications International Corporation
- W91QUZ-06-D-0013 (ITES-2S) - HP Enterprise Services
- W91QUZ-06-D-0011 (ITES-2S) - Dell Services Federal Government, Inc.
- W91QUZ-06-D-0012 (ITES-2S) - General Dynamics
- W91QUZ-07-D-0002 (ITES-2S) - Pragmatics, Inc.
- W91QUZ-06-D-0010 (ITES-2S) - IBM
- W91QUZ-06-D-0017 (ITES-2S) - Lockheed Martin

Choose the vendors to receive your update. Select all if your RFP was initially sent to all vendors. If you due date has not passed all vendors will be selected for you.

Amending an RFP

The screenshot shows the 'Amend RFP' page in a browser window titled 'AmendSubmit'. On the left is a navigation menu with 'RFQ/RFP' selected, containing sub-items 'Overview', 'RFP', and 'RFQ'. The main content area is titled 'Amend RFP' and includes a 'Customer Amendments:' section with an 'Editable Fields:' header. The 'Default Due Date' is set to '3/3/2013 12:00:00 AM'. A large text area for the 'Proposal' contains the text 'TEST please ignore' and a character count of 'Characters left: 4000'. Below this is the 'Estimated Dollar Value' field, which is '0.00' and has a note: '* This field is only viewed by CHES. It is NOT submitted to the Vendor.' The 'Add Attachments' section lists accepted file types: Word (.doc & .docx), Excel (.xls & .xlsx), Adobe Acrobat PDF (.pdf), TIFF Files (.tif), and WinZip Files (.zip), with a note that the maximum file size is 5 megabytes (MB) per file. At the bottom, there is a 'Files to upload:' section with a 'Comments:' text box and two 'Attach Your file:' buttons, each with a 'Browse...' button next to it.

This allows you to edit fields or attach new files.

Canceling an RFP

Canceling an RFP

The **Cancel** feature allows you to:

- Cancel an RFP at any time in the process
- Notify vendors of updates and the deletion of an RFP

The contracting officers or contract specialists may both cancel RFPs

Canceling an RFP

The screenshot shows a web application interface for RFP management. The top navigation bar includes a 'Sent' tab and a search bar. The main content area displays details for RFP ID 6046511, including program, contract, vendor, request name, and dates. A red box highlights the 'CancelRFP' link in the bottom navigation bar.

Click on the link "CancelRFP" found on the Sent tab in the RFP Manager.

RFP ID: 6046511

Program: ITES-2S

Contract: W91QUZ-06-D-0014 **Vendor:** Apptis Inc.

Request Name: Test

Acknowledge: NO **Responded:** NO

Due Date: 3/3/2013 **Amendments:** 0

Expired Date: 3/3/2013

Expected Response Date: 2/15/2013 **Expected Acknowledge Date:** 2/7/2013

[CancelRFP](#) [DeleteFromMyList](#) [Amend](#) [Transfer](#)

RFP ID: 6046511

Canceling an RFP

Cancel

Contact Us | Feedback | FAQ | Sitemap | My Account | Logout

Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

ARMY **CHES** COMPUTER HARDWARE, ENTERPRISE SOFTWARE AND SOLUTIONS

Welcome: Joanna Corcoran
Last Login: Tue, 05 Feb 2013 08:22:11 GMT

Army's designated "primary source" for commercial IT

Hardware Software Services RFQ/RFP Consolidated Buy Resources About CHES

RFQ/RFP ⓘ

- Overview
- RFP
- RFQ

Cancel RFPs

The RFPs listed below will be cancelled with the vendor. An email will be sent to each of vendors informing them of cancellation.

Select a reason for cancellation: *

- Submitted in Error
- Submitted in Error**
- Change in Requirement
- Other

RFPs to be Cancelled:

Request ID : RFP-6046511-100028-100014-6046511
Program/Vendor/Contract: ITES-2S /Apptis Inc. /W91QUZ-06-D-0014
Request Name: Test
Date Created: 2/5/2013

Request ID : RFP-6046511-100028-100042-6046512
Program/Vendor/Contract: ITES-2S /BAE /W91QUZ-07-D-0003
Request Name: Test
Date Created: 2/5/2013

Request ID : RFP-6046511-100028-100043-6046513
Program/Vendor/Contract: ITES-2S /STG, Inc. /W91QUZ-06-D-0015
Request Name: Test
Date Created: 2/5/2013

Request ID : RFP-6046511-100028-100044-6046514
Program/Vendor/Contract: ITES-2S /Booz Allen Hamilton, Inc. /W91QUZ-06-D-0019
Request Name: Test
Date Created: 2/5/2013

Request ID : RFP-6046511-100028-100045-6046515
Program/Vendor/Contract: ITES-2S /CACT ISS, Inc. /W91QUZ-06-D-0020

Choose a cancellation reason from the drop down menu and hit Confirm at the bottom of the screen to submit

Vendor View

Vendor View RFP Response

Hardware	Software	Services	RFQ/RFP	Consolidated Buy	Resources	About CHES
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RFQ/RFP

Overview

RFP

RFQ

RFQ / RFP Manager

To manage all aspects of your requests, select the appropriate tab below depending on your requirements(RFQ-Hardware / RFP - services / Software). [Learn More](#)

» [Response Times](#)

Tutorials

RFQ RFP

RFQ-Hardware RFP-Services

From Customer Responses Sent to Customer Overdue Search

|< << Page 1 of 263 Next >> | [Refresh Grid]

RFP ID: 6044508

Date Response Expected: 2/4/2013 **Date Responded:**

RFP Name: attachment test 3

Acknowledge: YES **Date User Submitted:** 1/25/2013

Date Acknowledged Expected: 1/27/2013 **Date Acknowledge:** 02/06/2013

User Cancelled: NO

[Respond To This RFP](#)

RFP ID: 6044507

Date Response Expected: 2/4/2013 **Date Responded:**

RFP Name: attachment test2

Acknowledge: NO **Date User Submitted:** 1/25/2013

Date Acknowledged Expected: 1/27/2013 **Date Acknowledge:**

User Cancelled: NO

Once Vendors log in, they will see a screen that looks similar to this, with links to the RFPs that Contracting Officers and Contract Specialists have posted.



Vendor Responds to an RFP

RFQ/RFP
Overview
RFP
RFQ

Response to a Request

Add Attachments

Only the following file types will be accepted:

- Word (.doc & .docx)
- Excel (.xls & .xlsx)
- Adobe Acrobat PDF (.pdf)
- TIFF Files (.tif)
- WinZip Files (.zip)

You may upload with a maximum file size of **5 megabytes (MB)** per file.

Files to upload:

Comments:

Attach Your file:

* = Required Field

No Bid

Reference Number:

Proposal Response and Comments: *

Characters left: 4000

Quote Grand Total(If applicable)

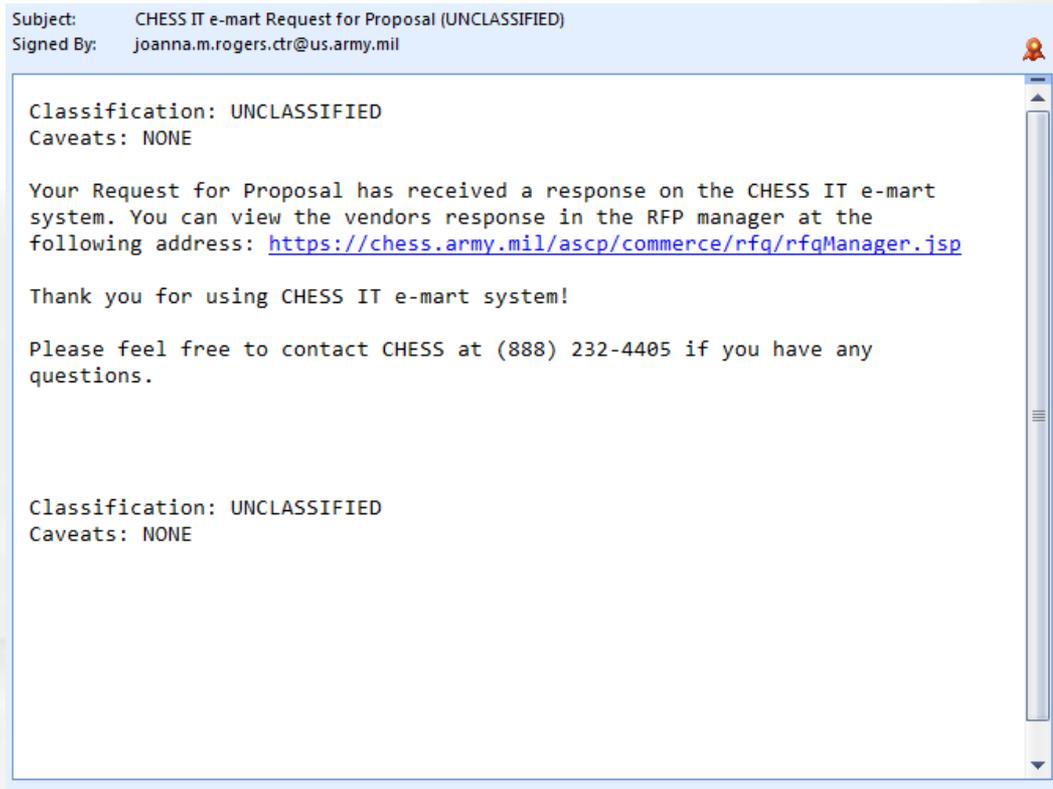
Contact Information: *

Characters left: 4000

A Vendor uses an online form to submit a response, (bid or “no bid”), but will submit proposal documents directly to the Contracting Officer or Contract Specialist.

Response to Customers

When a vendor responds, the Contracting Officer or Contract Specialist receives an email alerting them to this update. It looks something like this:



Customer View

A Customer Reviews Bids

Response Times

RFQ RFQ

RFQ-Hardware RFP-Services

Create Sent **Responses** Expired Search

Search For A Response
Enter RFP Item ID Number
RFP-xxxxxxx-xxxxxx-xxxxxx-xxxxxxx

Search

<< Page 1 1 of 1 >> | [Refresh Grid]

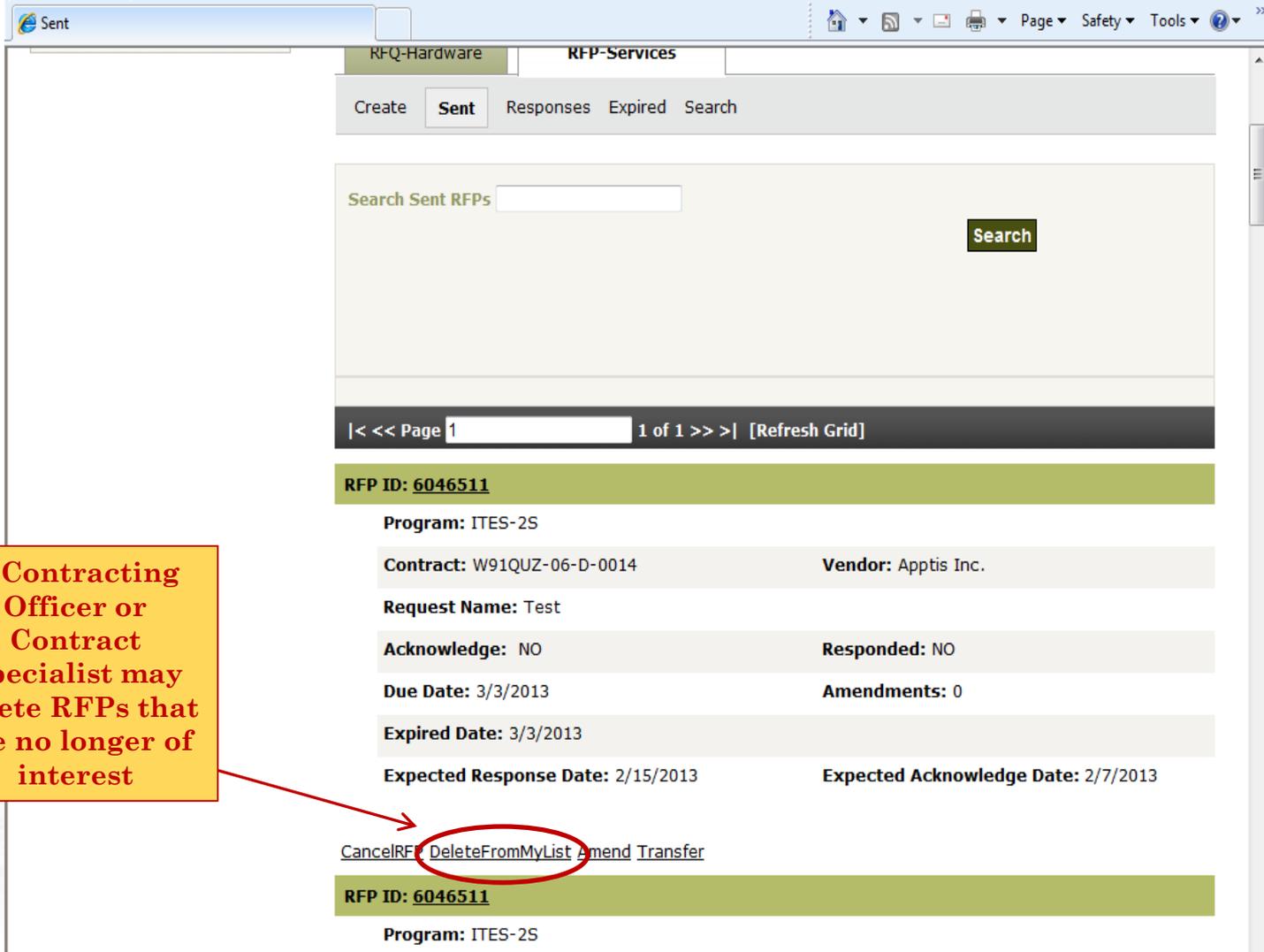
RFP ID: 6046518	
Submitted Date: 02/05/2013	Reference Number:
Grand Total:	Contract: W91QUZ-06-D-0013
Request Name: Test;	
Acknowledge: YES	Responded: YES
Due Date: 03/03/2013	Amendments: 0
Expired Date: 02/05/2013	

[CancelRFP](#) [Amend](#) [Transfer](#)

RFP ID: 6046523

As responses come in from vendors, the lower level of the Responses tab will begin to populate with their responses.

A Customer Reviews Bids



RFQ-Hardware | **RFP-Services**

Create | **Sent** | Responses | Expired | Search

Search Sent RFPs **Search**

<< Page 1 of 1 >> | [Refresh Grid]

RFP ID: 6046511

Program: ITES-25

Contract: W91QUZ-06-D-0014 | **Vendor:** Apptis Inc.

Request Name: Test

Acknowledge: NO | **Responded:** NO

Due Date: 3/3/2013 | **Amendments:** 0

Expired Date: 3/3/2013

Expected Response Date: 2/15/2013 | **Expected Acknowledge Date:** 2/7/2013

[CancelRFP](#) | [DeleteFromMyList](#) | [Amend](#) | [Transfer](#)

RFP ID: 6046511

Program: ITES-25

A Contracting Officer or Contract Specialist may delete RFPs that are no longer of interest



Transferring an RFP

Transferring an RFP

The **Transfer** feature allows you to:

- Transfer an RFP at any time in the process to another user

The person who submitted or anyone with Administrative authority may transfer/reassign the RFP.

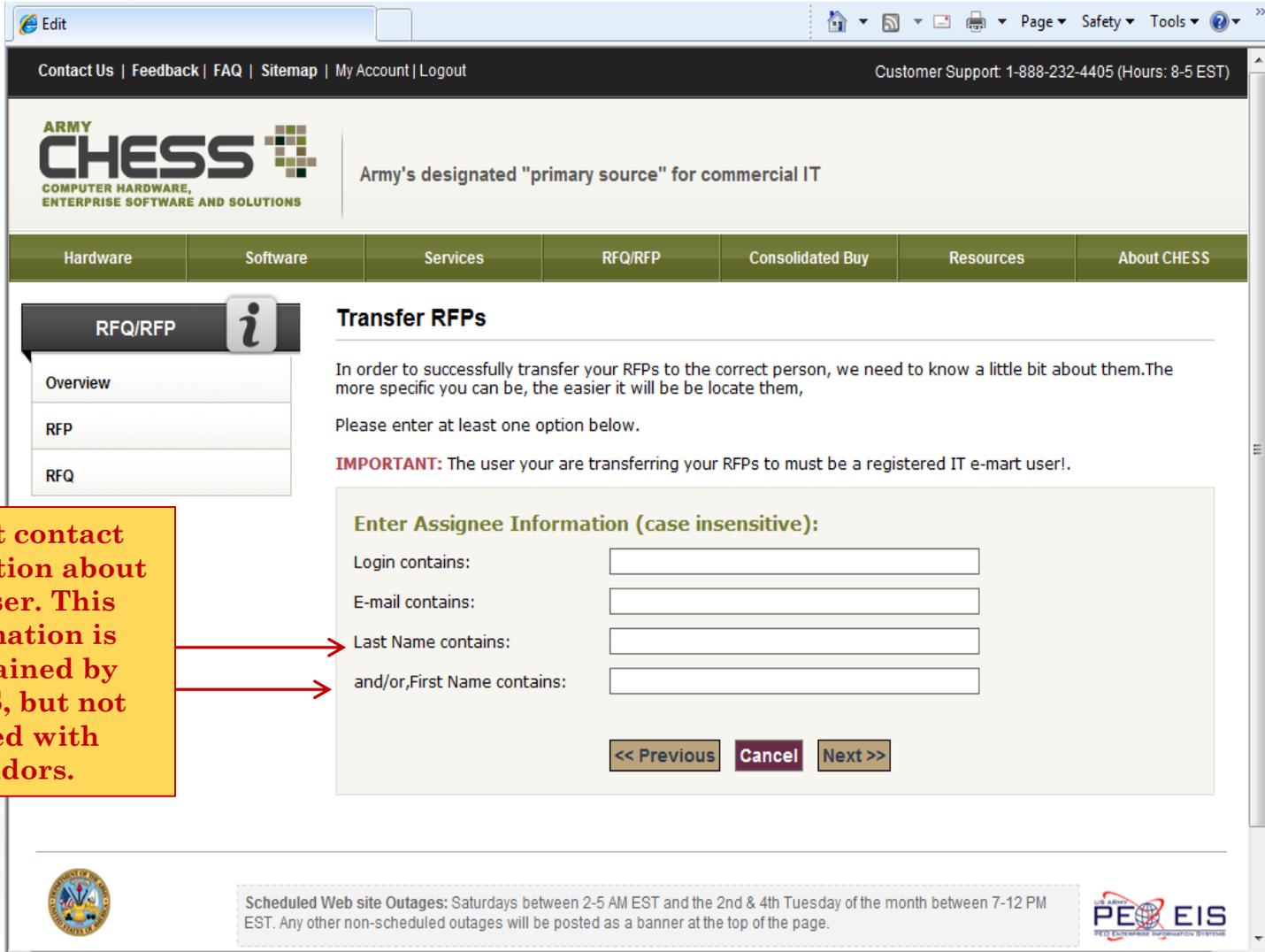
How a Customer Transfers an RFP

The screenshot shows a web application interface for managing RFPs. At the top, there are tabs for 'RFQ-Hardware' and 'RFP-Services'. Below the tabs is a navigation bar with 'Create', 'Sent', 'Responses', 'Expired', and 'Search'. A search bar labeled 'Search Sent RFPs' is present. The main content area displays details for RFP ID: 6046511. The details include:

- Program: ITES-25
- Contract: W91QUZ-06-D-0014
- Vendor: Apptis Inc.
- Request Name: Test
- Acknowledge: NO
- Responded: NO
- Due Date: 3/3/2013
- Amendments: 0
- Expired Date: 3/3/2013
- Expected Response Date: 2/15/2013
- Expected Acknowledge Date: 2/7/2013

At the bottom of the RFP details, there is an action menu with links: 'CancelRFP', 'DeleteFromMyList', 'Amend', and 'Transfer'. The 'Transfer' link is circled in red. A red callout box on the left contains the text: 'Click on the "Transfer" link found on the Sent tab in the RFP Manager'.

How a Customer Transfers an RFP



Contact Us | Feedback | FAQ | Sitemap | My Account | Logout Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

ARMY CHESS
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Army's designated "primary source" for commercial IT

Hardware | Software | Services | **RFQ/RFP** | Consolidated Buy | Resources | About CHESS

RFQ/RFP ⓘ

- Overview
- RFP
- RFQ

Transfer RFPs

In order to successfully transfer your RFPs to the correct person, we need to know a little bit about them. The more specific you can be, the easier it will be to locate them.

Please enter at least one option below.

IMPORTANT: The user you are transferring your RFPs to must be a registered IT e-mart user!

Enter Assignee Information (case insensitive):

Login contains:

E-mail contains:

Last Name contains:

and/or, First Name contains:

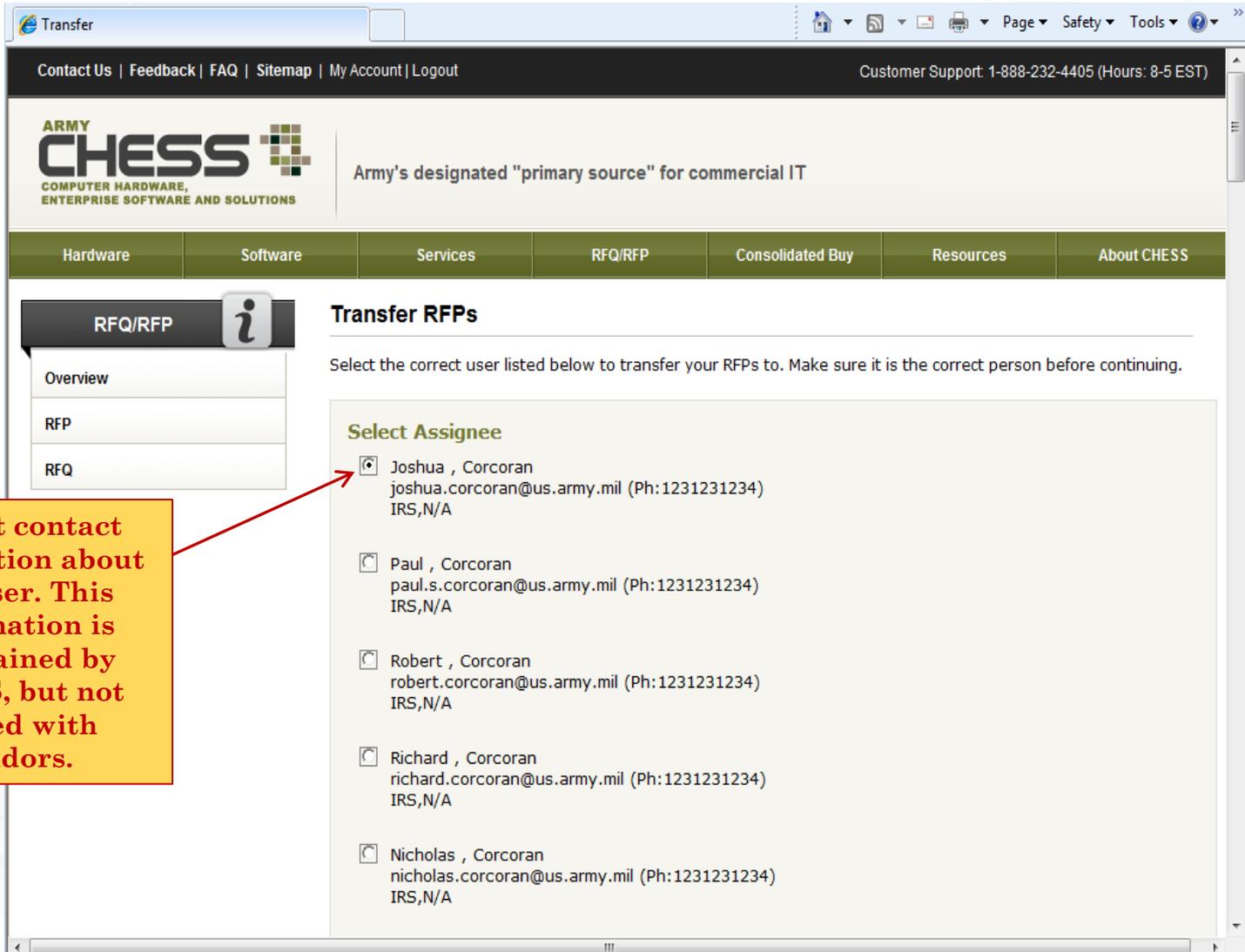
<< Previous **Cancel** Next >>

 Scheduled Web site Outages: Saturdays between 2-5 AM EST and the 2nd & 4th Tuesday of the month between 7-12 PM EST. Any other non-scheduled outages will be posted as a banner at the top of the page. 

Submit contact information about end user. This information is maintained by CHESS, but not shared with vendors.



How a Customer Transfers an RFP



Transfer

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RFQ/RFP ⓘ

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RFP
RFQ

Transfer RFPs

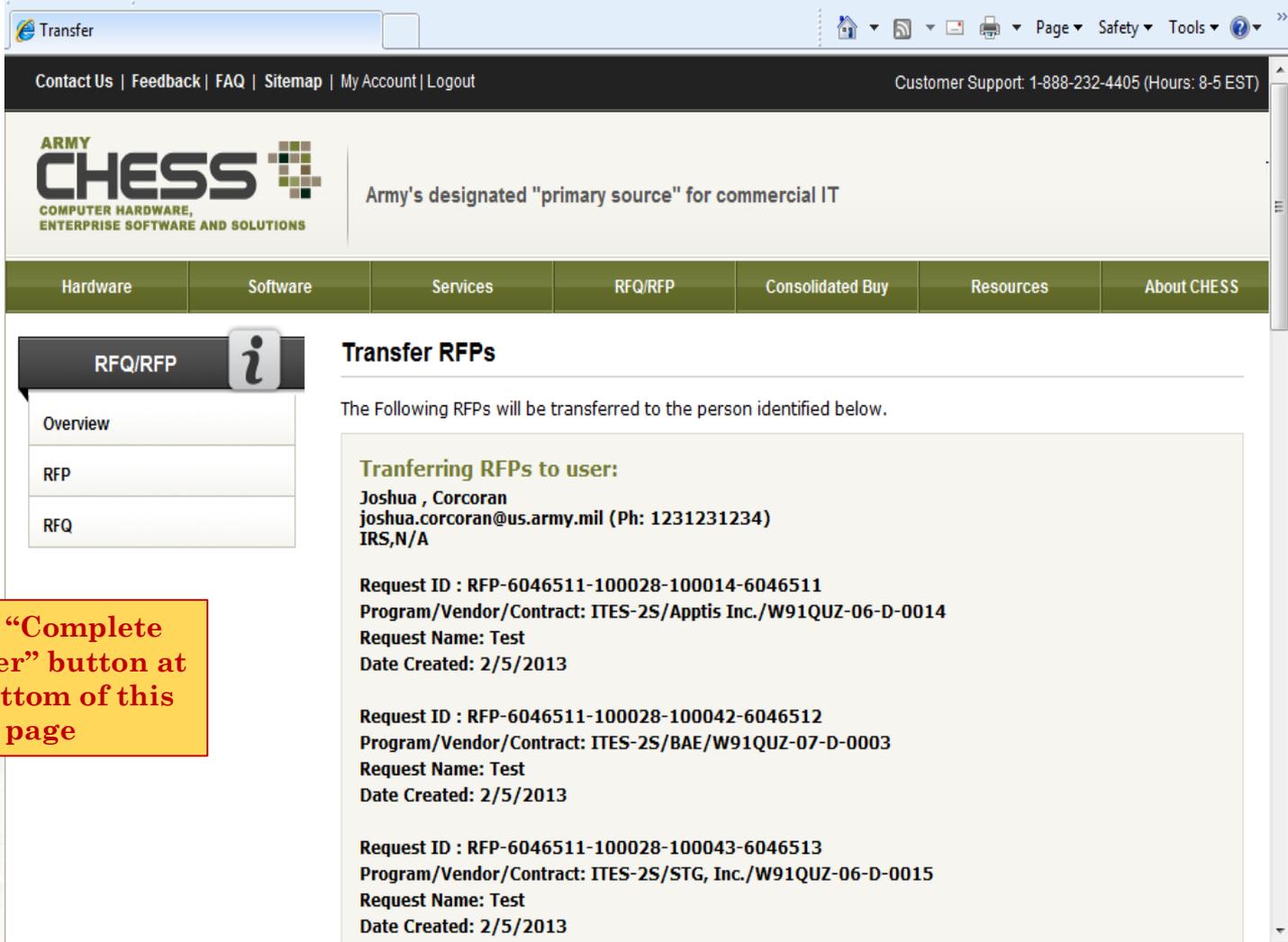
Select the correct user listed below to transfer your RFPs to. Make sure it is the correct person before continuing.

Select Assignee

- Joshua , Corcoran
joshua.corcoran@us.army.mil (Ph:1231231234)
IRS,N/A
- Paul , Corcoran
paul.s.corcoran@us.army.mil (Ph:1231231234)
IRS,N/A
- Robert , Corcoran
robert.corcoran@us.army.mil (Ph:1231231234)
IRS,N/A
- Richard , Corcoran
richard.corcoran@us.army.mil (Ph:1231231234)
IRS,N/A
- Nicholas , Corcoran
nicholas.corcoran@us.army.mil (Ph:1231231234)
IRS,N/A

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Overview

RFP

RFQ

Transfer RFPs

The Following RFPs will be transferred to the person identified below.

Transferring RFPs to user:
 Joshua , Corcoran
 joshua.corcoran@us.army.mil (Ph: 1231231234)
 IRS,N/A

Request ID : RFP-6046511-100028-100014-6046511
 Program/Vendor/Contract: ITES-2S/Apttis Inc./W91QUZ-06-D-0014
 Request Name: Test
 Date Created: 2/5/2013

Request ID : RFP-6046511-100028-100042-6046512
 Program/Vendor/Contract: ITES-2S/BAE/W91QUZ-07-D-0003
 Request Name: Test
 Date Created: 2/5/2013

Request ID : RFP-6046511-100028-100043-6046513
 Program/Vendor/Contract: ITES-2S/STG, Inc./W91QUZ-06-D-0015
 Request Name: Test
 Date Created: 2/5/2013

Click "Complete Transfer" button at the bottom of this page

Questions



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peoeis.pdchess.helpdesk@us.army.mil