

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

**SERVICES**  
**Request for Proposal  
(RFP) Tutorial**



**March 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 CHESS IT e-mart <https://chess.army.mil>
- You will learn:
  - How a Contracting Officer or Contract Specialist creates and submits an RFP
  - How a Contracting Officer or Contract Specialist manages an RFP
    - Amending an RFP
    - Canceling an RFP
    - Transferring an RFP
  - How a vendor views and responds to an RFP response
  - How a Contracting Officer or Contract Specialist can view RFP submissions

# Table of Contents

- The RFP Process (pgs. 5-16)
- Amending an RFP (pgs. 17-21)
- Canceling an RFP (pgs. 22-25)
- Transferring an RFP (pgs. 26-31)
- Vendor View of RFPs Submissions (pgs. 32-35)
- Contracting Specialist or Contracting Officer View of RFP Submissions (pgs. 36-38)



# CAUTION

Please NOTE:

- The RFQ process runs best in Firefox, Internet Explorer 10 and Chrome. If you are using **Internet Explorer 8 or 9** do not use the “Attach Files” feature in your RFQ.

## Not Recommended



# **The RFP Process**



# Step 1 – Access the RFP Online Tool

Index

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

Customer Support: 1-888-232-4405 (Hours: 8

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Last L

Hardware Software Services **RFQ/RFP** Consolidated Buy Resources About C

**Hardware**

- PC/Notebook/Printer/VTC
- Servers, Networking, VTC
- Unified Capabilities Product List

**Software**

- All Software Agreements
- Microsoft
- Army Software Downloads

**Services**

- ITES-2S Ordering Guide
- Online RFP Tool**
- ITES-2S Vendor Email List

**Consolidated Buy**

- Product & Prices
- Schedule
- Exceptions

**CHESS Training**

- CHESS 101 Briefing
- Ordering Guides
- RFQ Tutorials

**Other Links**

- RFQ/RFP**
- Waivers
- Policy

**Mission**

Be the Army's "Primary Source" to support the War fighter's Information Dominance objectives by developing, implementing, and managing Information Technology contracts that provide enterprise...

**Featured**

**News**

**Consolidated Buy 16**

Consolidated Buy 16 is now open.

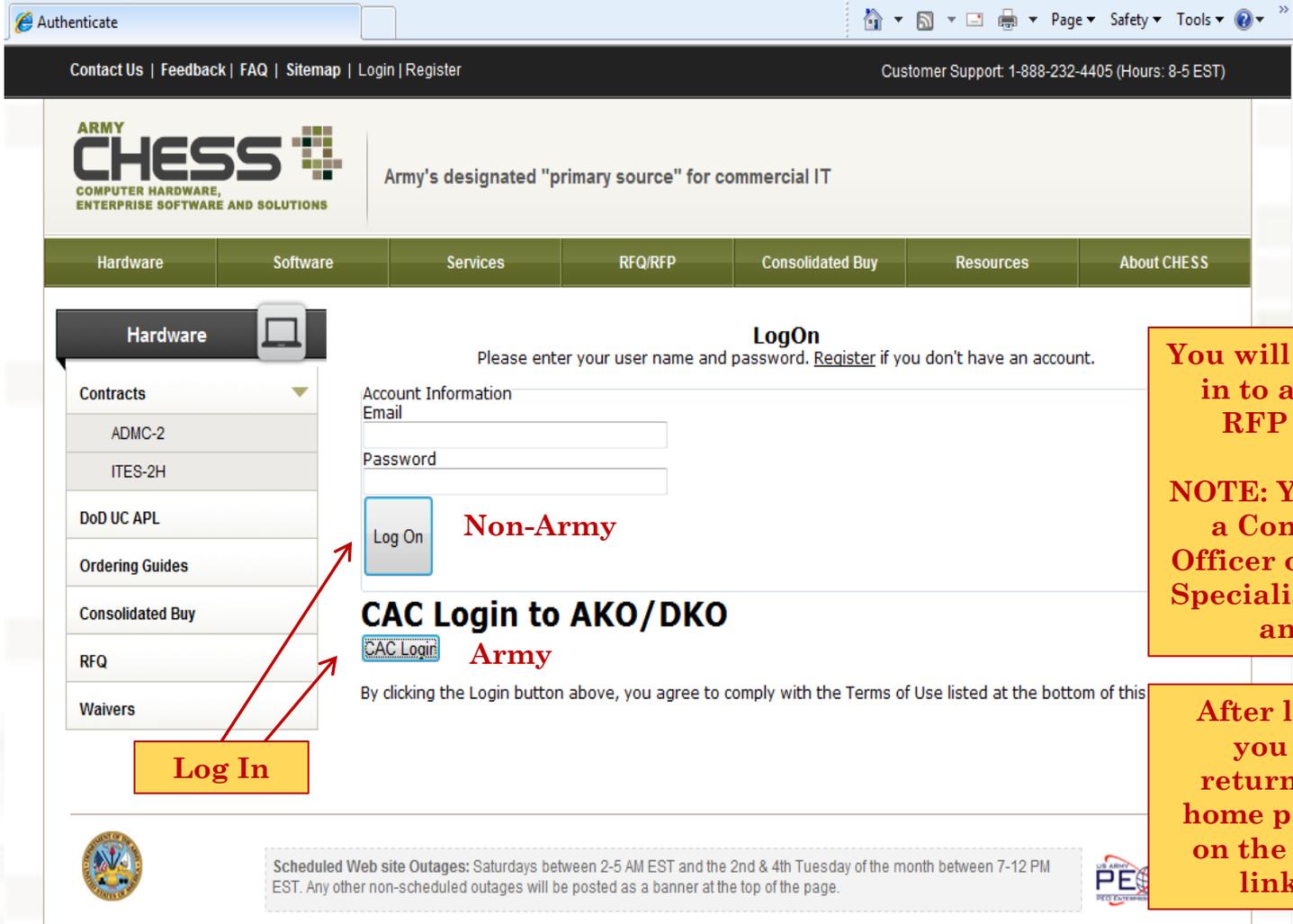
**FAQS**

- [How Can I Request A Waiver?](#)
- [Im Having Trouble Logging In. Where Can I Get Help?](#)
- [Im An Army User Without An AKO](#)

Click on "RFQ/RFP" on the Main Menu OR "Online RFP Tool" under Services OR "RFQ/RFP" under Other Links

<https://chess.army.mil>

# Step 2 – Log into the IT e-mart



Authenticate

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

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Hardware Software Services RFQ/RFP Consolidated Buy Resources About CHES

**Hardware**

Contracts  
ADMC-2  
ITES-2H  
DoD UC APL  
Ordering Guides  
Consolidated Buy  
RFQ  
Waivers

**LogOn**  
Please enter your user name and password. Register if you don't have an account.

Account Information  
Email  
Password

Log On **Non-Army**

**CAC Login to AKO/DKO**  
CAC Login **Army**

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

**Log In**

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.

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

After logging in you will be returned to the home page – click on the RFQ/RFP link again

<https://ches.army.mil>

# Step 3 – Create an RFP

New RFP

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

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ENTERPRISE SOFTWARE AND SOLUTIONS

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

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Hardware Software Services RFQ/RFP Consolidated Buy Resources About CHESS

**RFQ/RFP**

**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 Overview

RFQ

RFQ

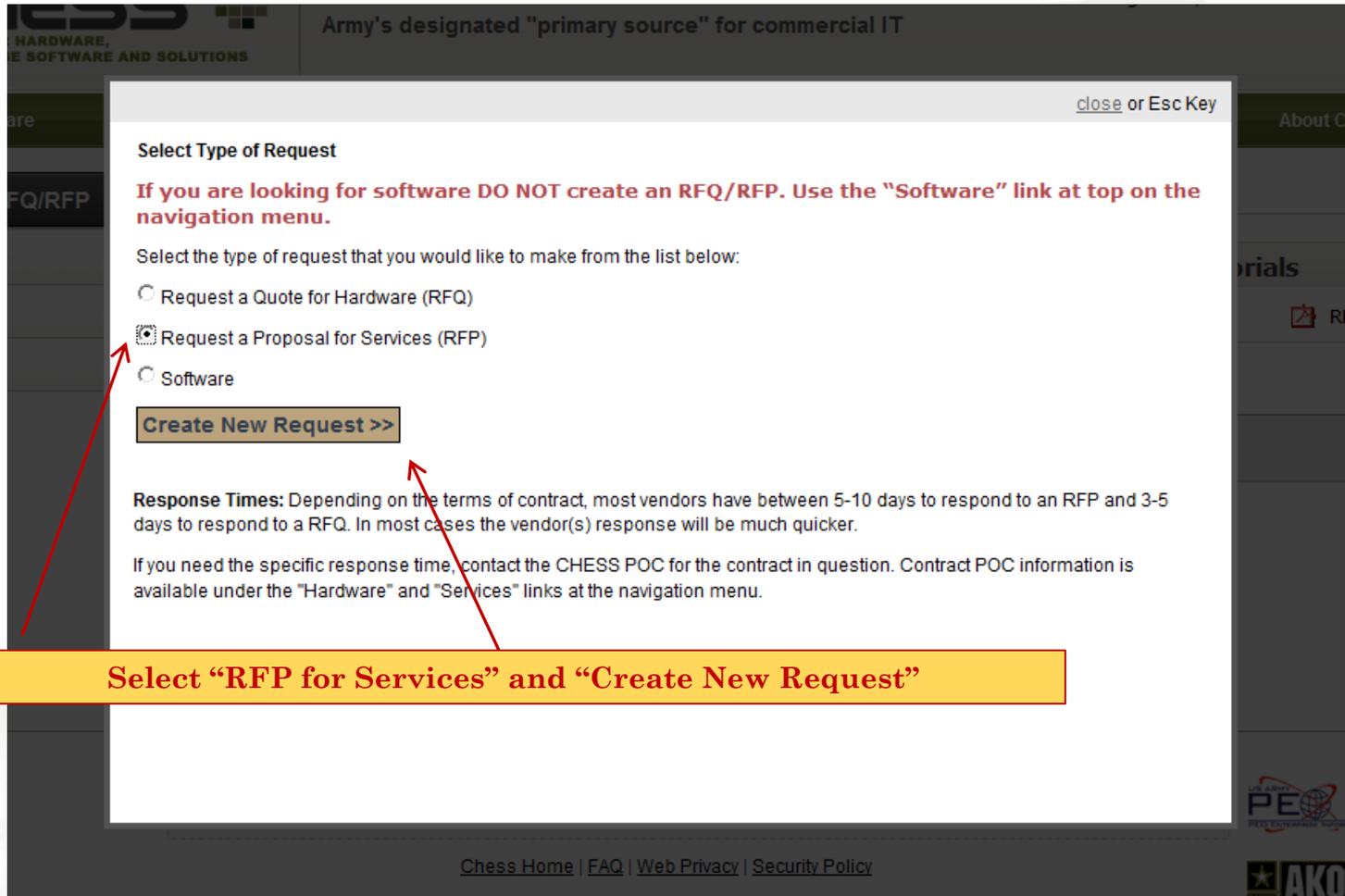
RFQ-Hardware **RFP-Services**

**Create** Sent Responses Expired Search

**Then click Create button**

**Ensure you are on the "RFP-Services" Tab Click Here**

# Step 4 - Select RFP for Services



close or Esc Key

**Select Type of Request**

**If you are looking for software DO NOT create an RFQ/RFP. Use the "Software" link at top on the navigation menu.**

Select the type of request that you would like to make from the list below:

- Request a Quote for Hardware (RFQ)
- Request a Proposal for Services (RFP)
- Software

**Create New Request >>**

**Response Times:** Depending on the terms of contract, most vendors have between 5-10 days to respond to an RFP and 3-5 days to respond to a RFQ. In most cases the vendor(s) response will be much quicker.

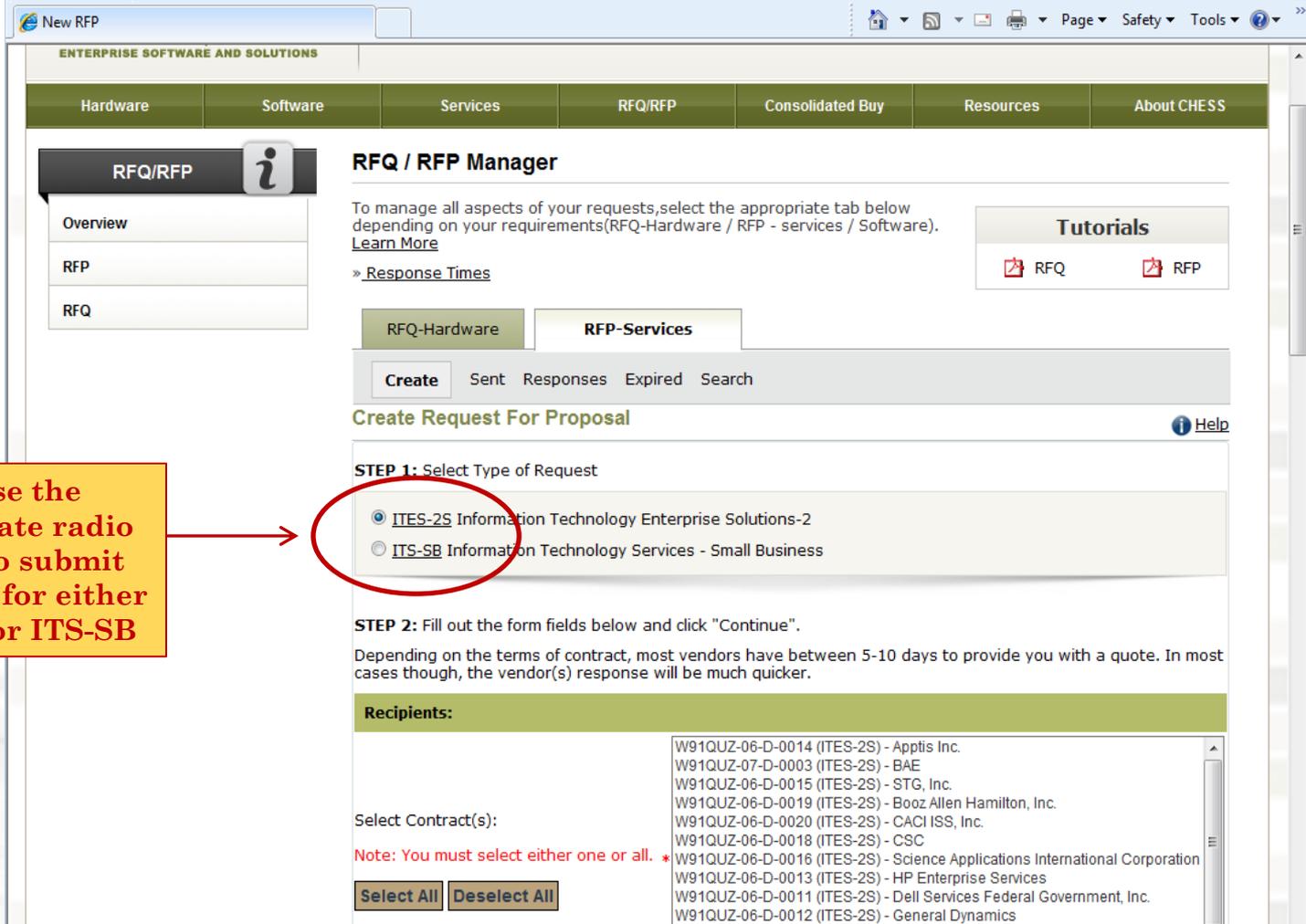
If you need the specific response time, contact the CHES POC for the contract in question. Contract POC information is available under the "Hardware" and "Services" links at the navigation menu.

**Select "RFP for Services" and "Create New Request"**

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

AKO

# Step 5 – 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 6 – Select Vendors

The screenshot shows the 'RFQ / RFP Manager' interface. At the top, there are navigation tabs for Hardware, Software, Services, RFQ/RFP, Consolidated Buy, Resources, and About CHES. The 'RFQ/RFP' tab is active, showing a sidebar with 'Overview', 'RFP', and 'RFQ' options. The main content area is titled 'RFQ / RFP Manager' and includes instructions on how to manage requests. Below the instructions, there are tabs for 'RFQ-Hardware' and 'RFP-Services', with 'RFP-Services' selected. A 'Create' button is visible, along with filters for 'Sent', 'Responses', 'Expired', and 'Search'. The 'Create Request For Proposal' section has a 'Help' icon. Under 'STEP 1: Select Type of Request', there are two radio button options: 'ITES-2S Information Technology Enterprise Solutions-2' (selected) and 'ITS-SB Information Technology Services - Small Business'. 'STEP 2' instructs the user to fill out form fields and click 'Continue'. A 'Recipients' section lists various contractors. At the bottom, there are 'Select Contract(s):' buttons for 'Select All' and 'Deselect All', with a note stating 'Note: You must select either one or all.' The 'Select All' button is circled in red.

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 8 – 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:

the contact information and submit the form.  
 e notified via email of your request.  
 k the status of your request use the "RFQ's/RFP's" link in the My Account panel at right.

### 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.**

**NOTE:** "Attach Your file" function will not work if using Internet Explorer 8 or 9. File names cannot exceed 50 characters.

# Step 9 – 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

RFQ

RFQ-Hardware RFP-Services

Create Sent Responses Expired Search

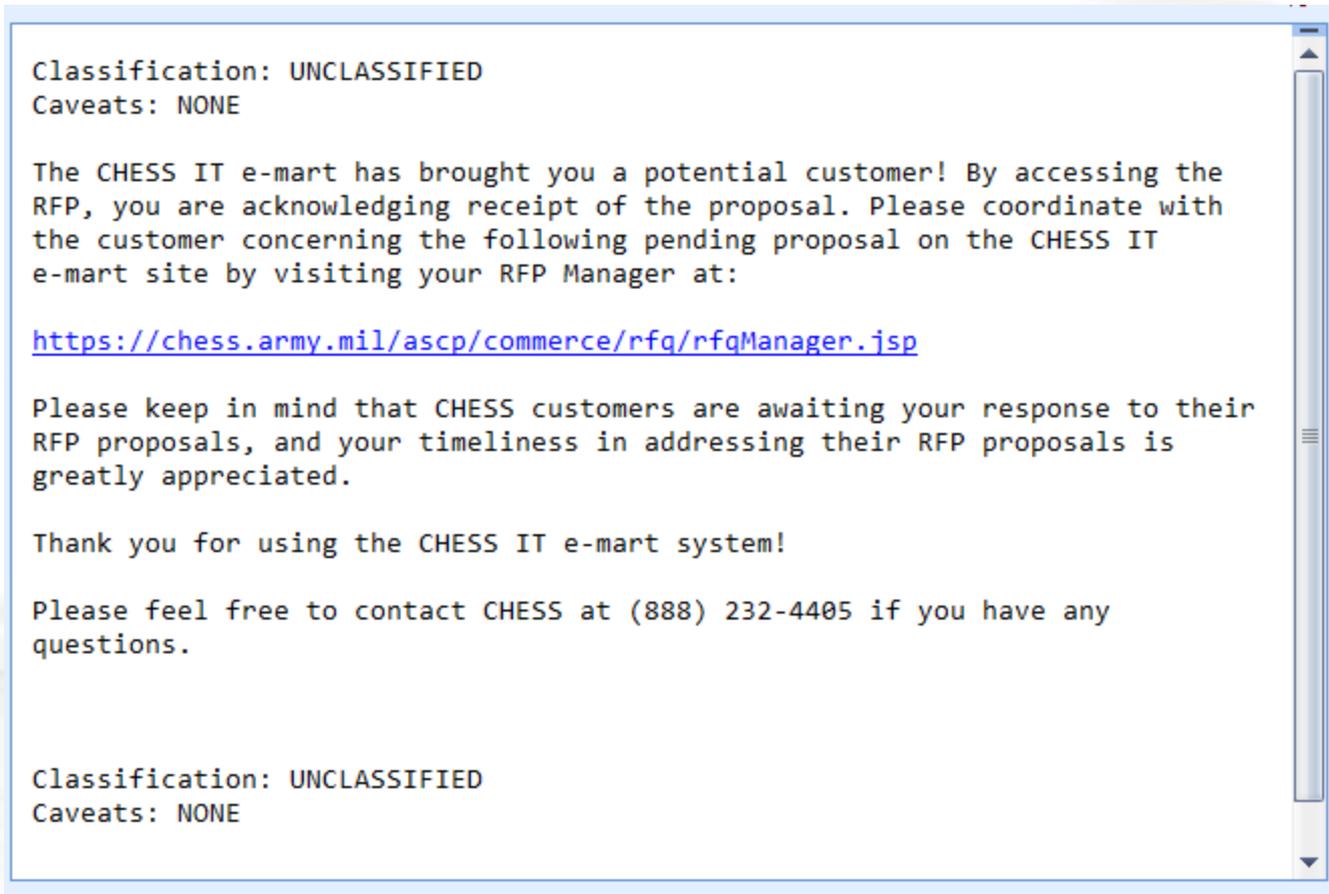
**Request for Proposal Success**  
 The following RFPs were created successfully.  
 Each Vendor will be notified via email of your request.

|   |   |
|---|---|
| <b>Proposal ID:</b> RFP-6047834-100028-100014-6047834                 | <b>Contract:</b> <a href="#">W91QUZ-06-D-0014</a> |
| <b>Contract:</b> W91QUZ-06-D-0014 (ITES-2S) Apptis Inc.               |   |
| <b>Proposal ID:</b> RFP-6047834-100028-100042-6047835                 | <b>Contract:</b> <a href="#">W91QUZ-07-D-0003</a> |
| <b>Contract:</b> W91QUZ-07-D-0003 (ITES-2S) BAE                       |   |
| <b>Proposal ID:</b> RFP-6047834-100028-100043-6047836                 | <b>Contract:</b> <a href="#">W91QUZ-06-D-0015</a> |
| <b>Contract:</b> W91QUZ-06-D-0015 (ITES-2S) STG, Inc.                 |   |
| <b>Proposal ID:</b> RFP-6047834-100028-100044-6047837                 | <b>Contract:</b> <a href="#">W91QUZ-06-D-0019</a> |
| <b>Contract:</b> W91QUZ-06-D-0019 (ITES-2S) Booz Allen Hamilton, Inc. |   |
| <b>Proposal ID:</b> RFP-6047834-100028-100045-6047838                 | <b>Contract:</b> <a href="#">W91QUZ-06-D-0020</a> |
| <b>Contract:</b> W91QUZ-06-D-0020 (ITES-2S) CACI ISS, Inc.            |   |
| <b>Proposal ID:</b> RFP-6047834-100028-100027-6047839                 | <b>Contract:</b> <a href="#">W91QUZ-06-D-0018</a> |
| <b>Contract:</b> 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' categories. The main content area has tabs for 'RFQ-Hardware' and 'RFP-Services', with 'RFP-Services' selected. Below the tabs are buttons for 'Create', 'Sent', 'Responses', 'Expired', and 'Search'. A search box for 'Sent RFPs' is present. The main data area shows a table with one row for RFP ID 6046511. The details for this RFP are as follows:

|   |  |
|---|--|
| <b>RFP ID: 6046511</b>  |  |
| <b>Program:</b> ITES-2S   |  |
| <b>Contract:</b> W91QUZ-06-D-0014   | <b>Vendor:</b> Apptis Inc.                 |
| <b>Request Name:</b> Test   |  |
| <b>Acknowledge:</b> NO  | <b>Responded:</b> NO                       |
| <b>Due Date:</b> 3/3/2013   | <b>Amendments:</b> 0                       |
| <b>Expired Date:</b> 3/3/2013   |  |
| <b>Expected Response Date:</b> 2/15/2013  | <b>Expected Acknowledge Date:</b> 2/7/2013 |
| <a href="#">CancelRFP</a> <a href="#">DeleteFromMyList</a> <a href="#">Amend</a> <a href="#">Transfer</a> |  |
| <b>RFP ID: 6046511</b>  |  |

Ensure you are on the "RFP-Services" Tab then Click on the link "Amend" found on the Sent tab.

# Amending an RFP

Amend

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



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

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

### 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

Continue    Back to RFP Manager

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

# Amending an RFP

**RFQ/RFP** ⓘ

- Overview
- RFP
- RFQ

## Amend RFP

**Customer Amendments:**

**Editable Fields:**

Default Due Date: \* 3/3/2013 12:00:00 AM

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.

TEST please ignore

Characters left: 4000

Estimated Dollar Value: 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:

Attach Your file:

**This allows you to edit fields or attach new files.**

**NOTE: "Attach Your file" function will not work if using Internet Explorer 8 or 9. File names cannot exceed 50 characters.**

# 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 cancellation of an RFP

The contracting officers or contract specialists may both cancel RFPs

# Canceling an RFP

The screenshot shows a web application interface for managing RFPs. The main content area is titled 'Sent' and has two tabs: 'RFQ-Hardware' and 'RFP-Services'. The 'RFP-Services' tab is active. Below the tabs is a navigation bar with 'Create', 'Sent', 'Responses', 'Expired', and 'Search'. A search box for 'Search Sent RFPs' is present. Below the search bar is a pagination control showing 'Page 1 of 1'. A table of RFPs is displayed, with the first row highlighted in green. The RFP ID is 6046511. The details for this RFP are shown below the table:

|  |  |
|--|--|
| <b>RFP ID: 6046511</b>                   |  |
| <b>Program:</b> ITES-2S                  |  |
| <b>Contract:</b> W91QUZ-06-D-0014        | <b>Vendor:</b> Apptis Inc.                 |
| <b>Request Name:</b> Test                |  |
| <b>Acknowledge:</b> NO                   | <b>Responded:</b> NO                       |
| <b>Due Date:</b> 3/3/2013                | <b>Amendments:</b> 0                       |
| <b>Expired Date:</b> 3/3/2013            |  |
| <b>Expected Response Date:</b> 2/15/2013 | <b>Expected Acknowledge Date:</b> 2/7/2013 |

At the bottom of the RFP details, there is an action menu with the following links: [CancelRFP](#), [DeleteFromMyList](#), [Amend](#), and [Transfer](#). The 'CancelRFP' link is circled in red.

Ensure you are on the "RFP-Services" Tab then Click on the link "CancelRFP" found on the Sent tab.

# Canceling an RFP

Cancel

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

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

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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

A photograph of several white chess pieces on a chessboard, including a king, queen, and pawns, arranged in a row. The pieces are slightly out of focus, creating a sense of depth. The chessboard is white with dark squares.

# 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

RFQ-Hardware | **RFP-Services**

Create **Sent** Responses Expired Search

Search Sent RFPs  **Search**

<< Page 1 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

Ensure you are on the "RFP-Services" Tab  
Click on the "Transfer" link found on the Sent tab.

# How a Customer Transfers an RFP

https://chess.army.mil/Rfp/Transfer/6046511%20... | Page | Safety | Tools

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|------------------|----------|----------|---------|------------------|-----------|-------------|
| <b>RFQ/RFP</b> ⓘ |          |          |         |                  |           |             |
| Overview         |          |          |         |                  |           |             |
| RFP              |          |          |         |                  |           |             |
| RFQ              |          |          |         |                  |           |             |

## Transfer RFP

In order to successfully transfer your RFQ 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 RFQ to must be a registered IT e-mart user!

**Enter Assignee Information (case insensitive):**

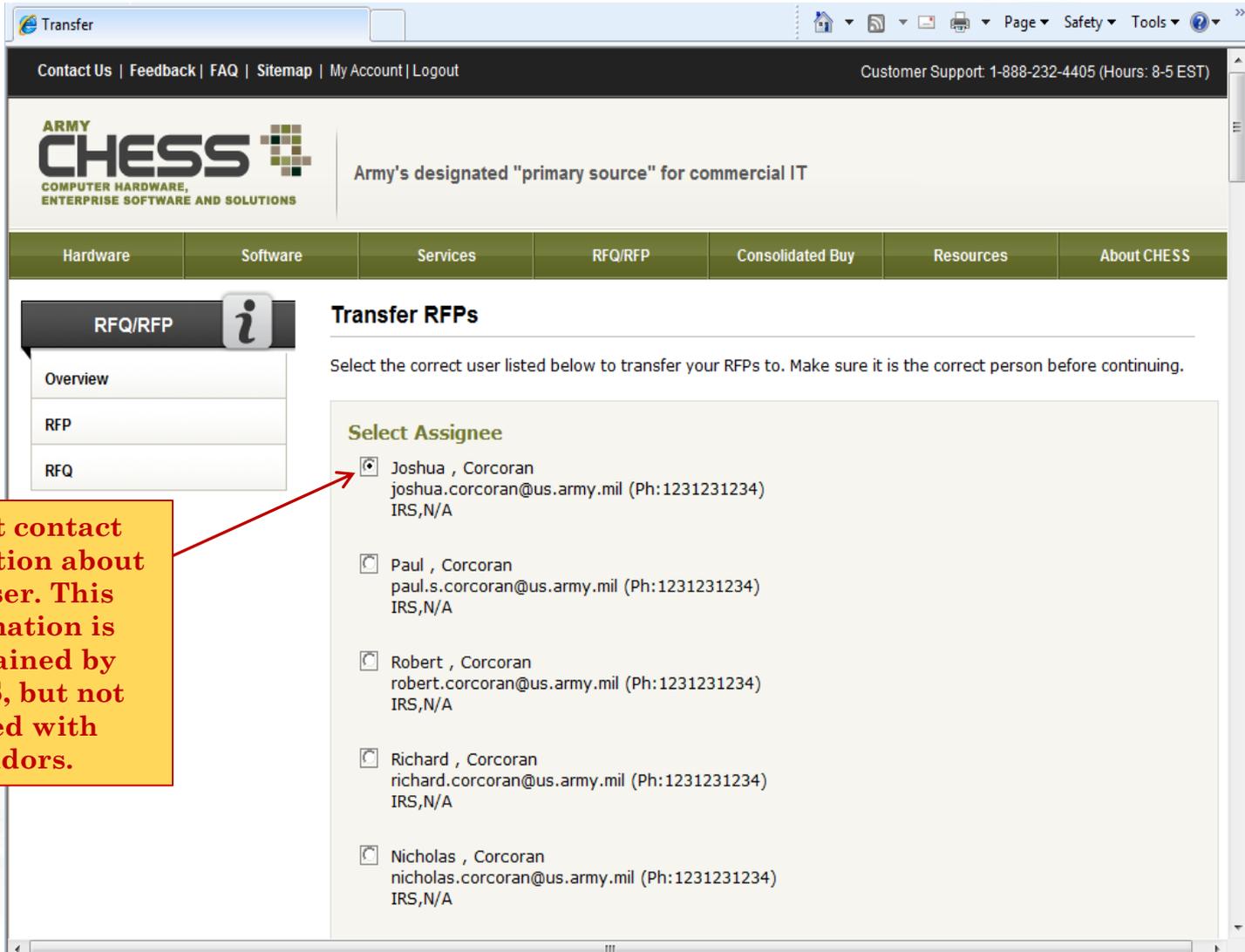
Corcoran  
Find User

<< Previous Cancel Next >>

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

**Make sure to enter Last Name of User first when searching (e.g. Joshua Corcoran would be searched as "Corcoran")**

# How a Customer Transfers an RFP



Transfer

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

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**RFQ/RFP** ⓘ

Overview  
RFP  
RFQ

### Transfer RFPs

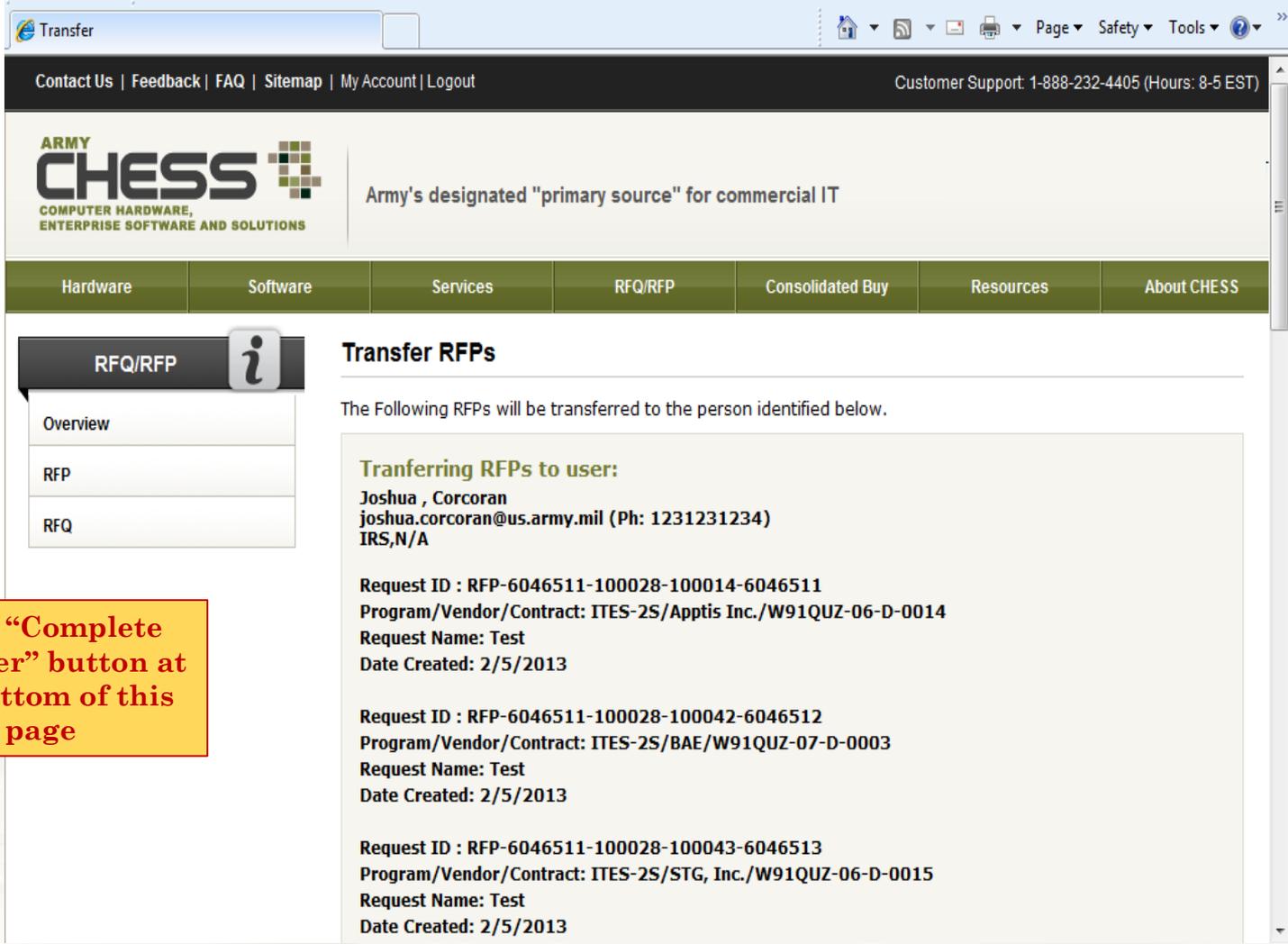
Select the correct user listed below to transfer your RFPs to. Make sure it is the correct person before continuing.

#### 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

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

# How a Customer Transfers an RFP



Transfer

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

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

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

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

# Vendor View of RFP Submissions

# Vendor View of RFP Response

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**

**From Customer** Responses Sent to Customer Overdue Search

|< << Page 1 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

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.

In order to respond to a particular RFP the Vendor must click the "Response To This RFP" link

# Vendor Responds to an RFP

|                |
|----------------|
| <b>RFQ/RFP</b> |
| 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: \*

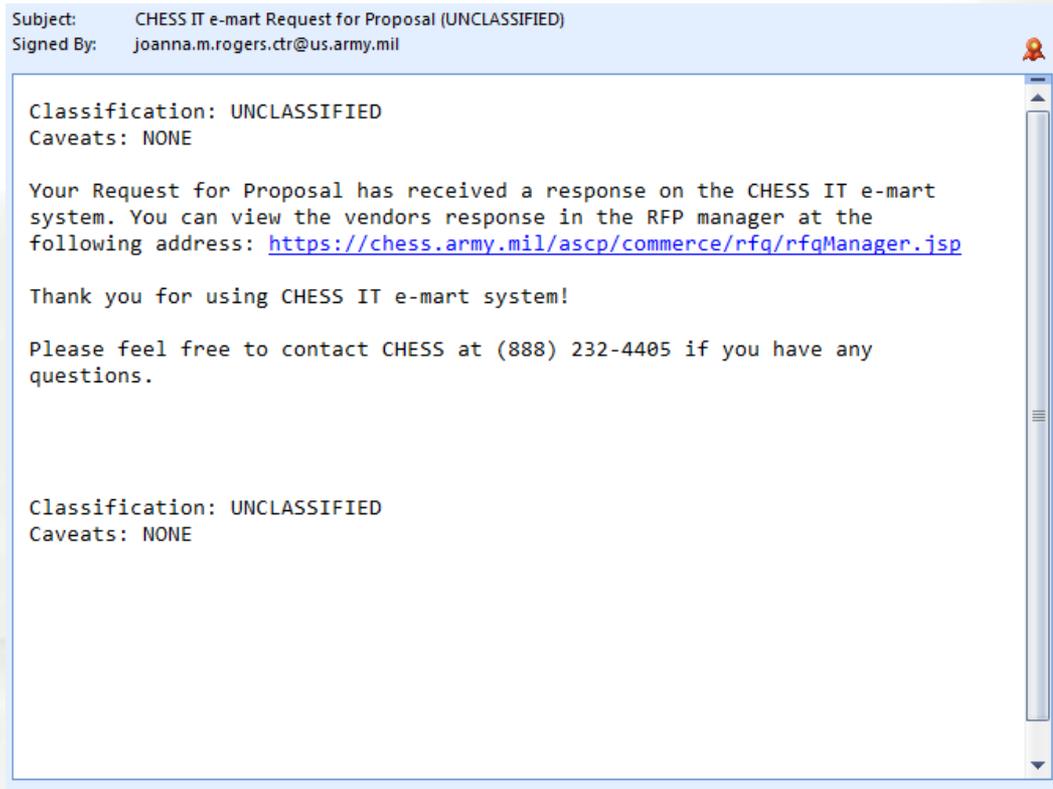
Characters left: 4000

**NOTE: "Attach Your file" function will not work if using Internet Explorer 8 or 9. File names cannot exceed 50 characters.**

**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

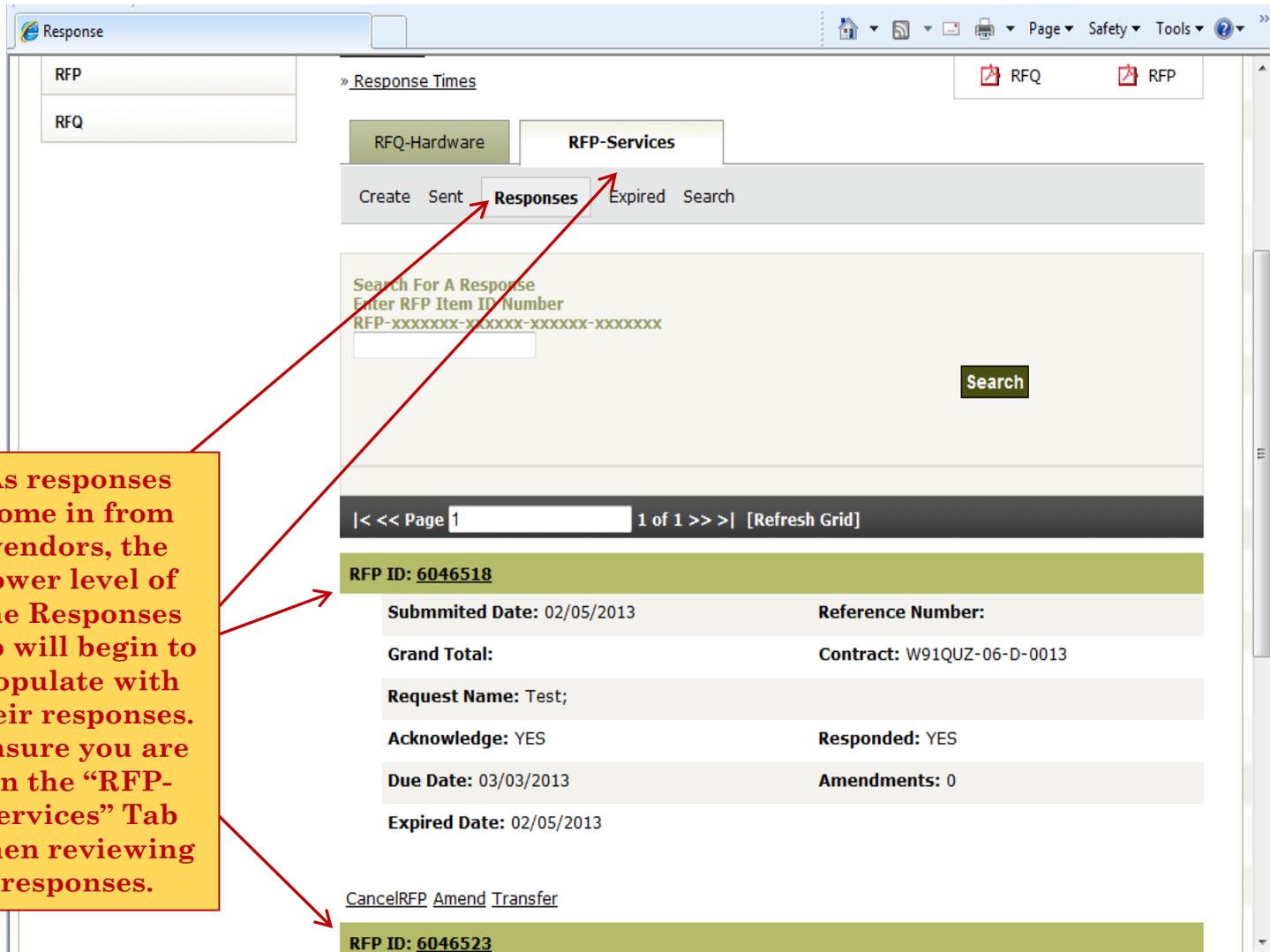
When a vendor responds, the Contracting Officer or Contract Specialist receives an email alerting them to this update. It looks something like this:



A photograph of several white chess pieces, including a king, queen, and pawns, arranged on a chessboard. The pieces are slightly out of focus, creating a sense of depth. The background is a soft, light blue gradient.

# **Contracting Specialist or Contracting Officer View of RFP Submissions**

# A Customer Reviews Bids



Response

RFP

RFQ

» Response Times

RFQ

RFQ-Hardware

RFP-Services

Create Sent **Responses** Expired Search

Search For A Response  
 Enter RFP Item ID Number  
 RFP-XXXXXXXX-XXXXXX-XXXXXX-XXXXXX

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. Ensure you are on the “RFP-Services” Tab when reviewing responses.

# A Customer Reviews Bids

RFQ-Hardware | RFP-Services

Create **Sent** Responses Expired Search

Search Sent RFPs  **Search**

<< Page 1 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

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

**RFP ID: 6046511**

**Program:** ITES-25

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



# Questions



For information about using  
IT e-mart, contact the  
**CHES Help Desk**  
toll free at: (888) 232-4405  
or email at

[peoeis.pdchess.helpdesk@us.army.mil](mailto:peoeis.pdchess.helpdesk@us.army.mil)