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

**Request for Information
(RFI) Tutorial**

**New
Process!**



June 2013

Introduction

- This briefing will introduce the Request for Information (RFI) process.
- ***RFI will allow the customer to request information ahead of time prior to a validated requirement.***
- Requests for Information (RFI's) must be created by using the CHESSE IT e-mart <https://chess.army.mil>
- You will learn:
 - How to create and submit an RFI
 - How to manage your RFIs
 - Amending an RFI
 - Canceling an RFI
 - Transferring an RFI
 - How to view RFI responses from Vendors
 - How vendors view RFIs from Requestors

Table of Contents

- The RFI Process
- Amending an RFI
- Canceling an RFI
- Transferring an RFI
- Vendor View of RFI Responses
- Requestor View of RFI Responses



CAUTION

Please NOTE:

- The RFI process runs best in Firefox, Internet Explorer 9 or 10 and Google Chrome.

Not Recommended



The RFI Process



Step 1 – Access the RFI Manager

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Hardware	Software	Services	RFQ/RFP/RFI	Consolidated Buy	Resources	About CHESS
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Hardware 

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

Software 

- All Software Agreements
- Microsoft
- Army Software Downloads

Services

- ITES-2S
- ITS-SB
- Online RFP Tool

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 Warfighter's Information

Featured

News

FAQS

[How Can I Request A Waiver?](#)

Click on
"RFQ/RFP/RFI"
on the Main
Menu or 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
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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.

 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 RFI process.

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

Log In

<https://ches.army.mil>

Step 3 – Create an RFI

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- ▶ [Waivers - Requests](#)

Request For Information

Show 10 entries

Search:

Create

Transfer

ReferenceNumber

Request Name

CreatedOn

Due Date

Status

No data available in table

Showing 0 to 0 of 0 entries

You will automatically be defaulted to the RFQ Page. Ensure you are on the "RFI- Information" tab before creating an RFI.

Then click the "Create" button

In order to expand information click the triangle to the left of the line item you want to expand



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Step 4 – Select Type of Request

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Create Request For Information

Contracts

Program

Select a Program

Note: You must select either one or all.

Requestor Role

Request Name

Description
Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

Characters left: 4000

Attachments

Only the following file types will be accepted:

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

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

Select a program from the drop down menu.

JS

Step 5 – Select Vendors

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Create Request For Information

Contracts

Program
ITES-2S

W91QUZ-06-D-0013 : HP Enterprise Services

W91QUZ-06-D-0010 : IBM

W91QUZ-06-D-0017 : Lockheed Martin

W91QUZ-07-D-0004 : NCI Information Systems

W91QUZ-07-D-0005 : Northrop Grumman

W91QUZ-07-D-0002 : Pragmatics, Inc.

W91QUZ-06-D-0016 : Science Applications International Corporation

W91QUZ-06-D-0009 : STG

Clear
Select All

Note: You must select either one or all.

Requestor Role
Technical

Request Name

Description
Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

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

Step 6 – Enter Information

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Create Request For Information

Contracts

Program

W91QUZ-06-D-0013 : HP Enterprise Services
 W91QUZ-06-D-0010 : IBM
 W91QUZ-06-D-0017 : Lockheed Martin
 W91QUZ-07-D-0004 : NCI Information Systems
 W91QUZ-07-D-0005 : Northrop Grumman
 W91QUZ-07-D-0002 : Pragmatics, Inc.
 W91QUZ-06-D-0016 : Science Applications International Corporation
 W91QUZ-06-D-0015 : STG, Inc.

Note: You must select either one or all.

Requestor Role

Request Name

Description
 Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

Characters left: 4000

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- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

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

(1) Select your role from the drop down menu.

(2) Name the RFI.

(3) Provide a brief description about what is needed.

Step 7 – Add Attachments

Description
Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

This is only a test

Characters left: 3981

Attachments

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

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

<input type="text"/>	Browse...	Clear

Dates

Acknowledge Expected Date	<input type="text" value="5/10/2013"/>
Response Expected Date	<input type="text" value="5/11/2013"/>
Due Date	<input type="text" value="5/18/2013"/>

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

NOTE: Please DO NOT add an attachment with other vendor pricing!

Step 8 – Dates

Description
 Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

This is only a test

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

You may upload with a maximum of

Dates

Acknowledge Expected Date
 5/12/2013

May 2013							June 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

Today Done

Browse... Clear

Dates

Acknowledge Expected Date
 5/10/2013

Response Expected Date
 5/11/2013

Due Date
 5/18/2013

Submit Cancel

To alter a date right click on the field you wish to change. Dates can not equal current date.

Date Time Frames
 Acknowledge Expected Date: 2 Days
 Response Expected Date: 3 Days
 Due Date: 10 Days

NOTE: Dates can be altered but we ask you follow the time frame when applicable.

Step 9 –Submit RFI

Description

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

This is only a test

Characters left: 3981

Attachments

Only the following file types will be accepted:

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

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

<input type="text"/>	Browse...	Clear

Dates

Acknowledge Expected Date

5/10/2013

Response Expected Date

5/11/2013

Due Date

5/18/2013

Click to submit RFI →

View of successfully submitted RFI

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Request For Information

Show 10 entries
Search:
[Create](#) [Transfer](#)

	Reference Number	Request Name	Created On	Due Date	Status	
▶	8	RFI Test	5/8/2013 9:16 AM	5/17/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>

Showing 1 to 1 of 1 entries

Once your RFI is submitted your screen will look like this. A black bar at the top will indicate that your RFI has been created.



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View of successfully submitted RFI

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Show **10** entries Search: [Create](#) [Transfer](#)

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
8	RFI Test	5/8/2013 9:16 AM	5/17/2013 8:00 PM	Cancelled	<input type="checkbox"/>
9	RFI Test 2	5/8/2013 9:19 AM	5/17/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>
Responses to current version					1 / 8
Contract	Vendor	Acknowledged	Responded		
W91QUZ-06-D-0002	Dell	5/8/2013	5/8/2013		
11	RFI Test 3	5/8/2013 9:33 AM	5/17/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>

Showing 1 to 3 of 3 entries ⏪ ⏩

For a more detailed view double click the RFI line item you would like to expand.

NOTE: Your screen will automatically update every 90 days and auto archive outdated RFI's

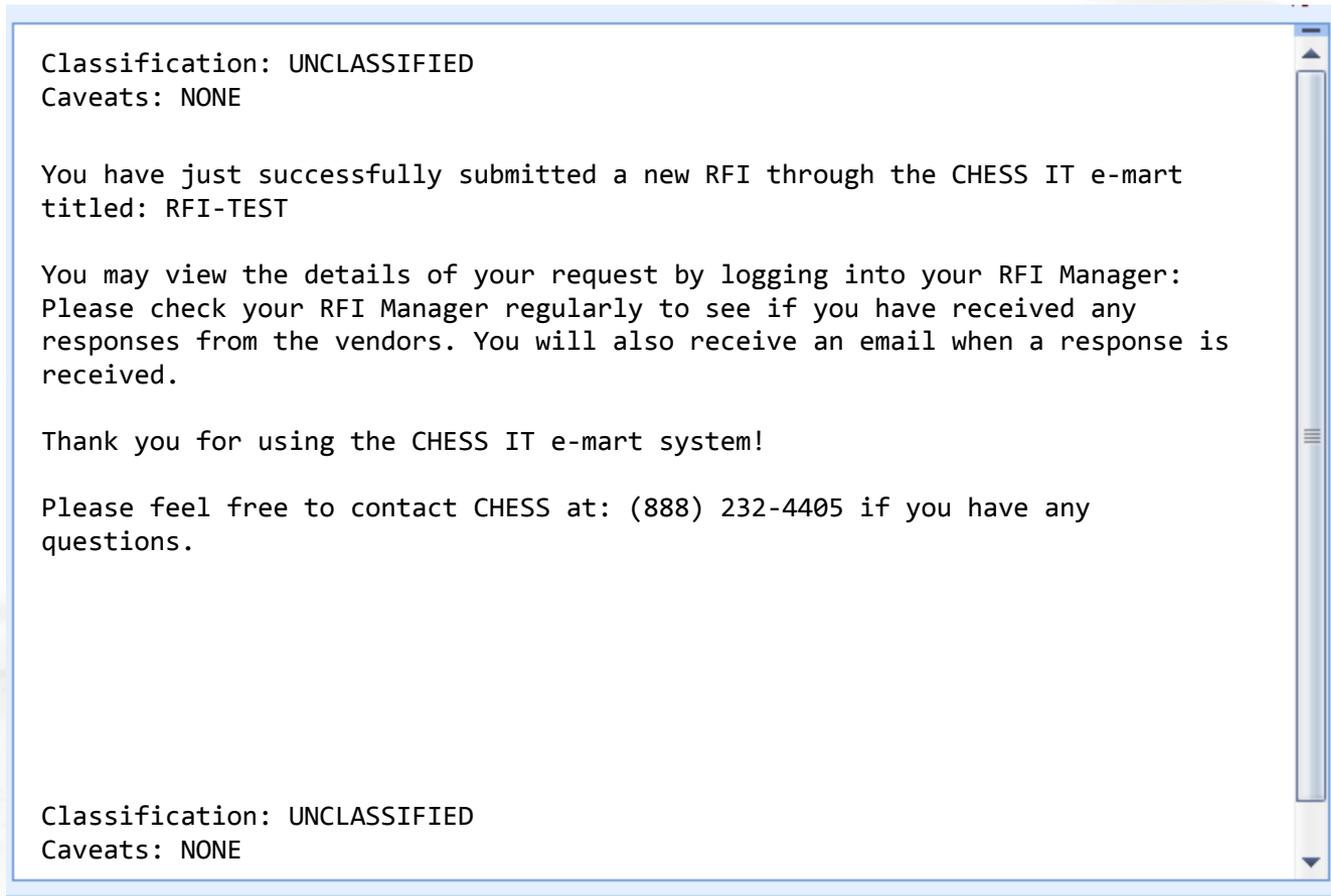
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The RFI Process After Submission

- Requestor and vendor will receive RFI notification via email from CHES IT e-mart.
- The vendor responds to the RFI.
- The requestor receives email notification that RFI responses have been posted to the requestor RFI Manager.
- The requestor logs back into the RFI Manager to view responses.

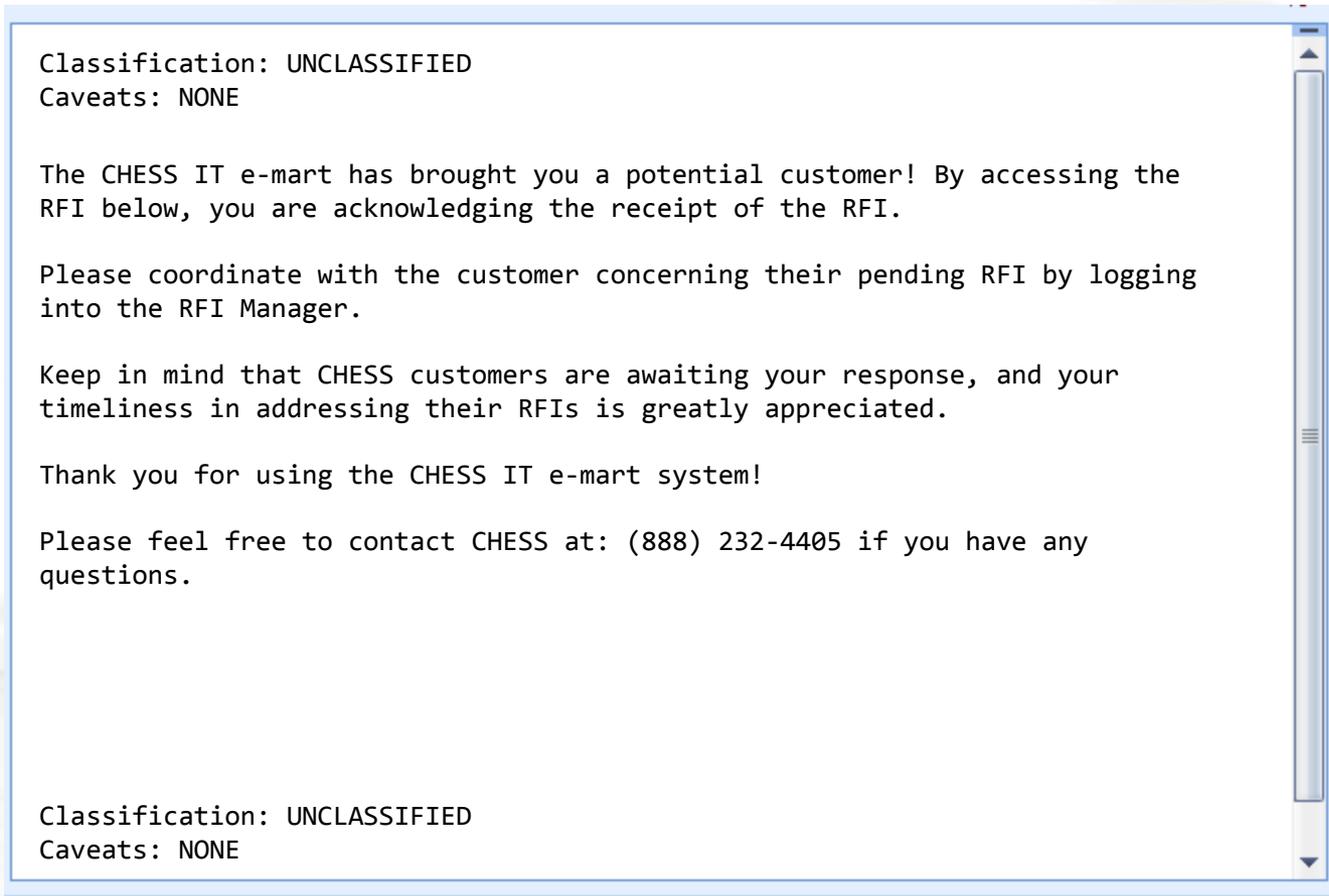
Email to Requestor

- Once your RFI is submitted you will receive an email from CHES like the one below.



Email to Vendor(s)

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

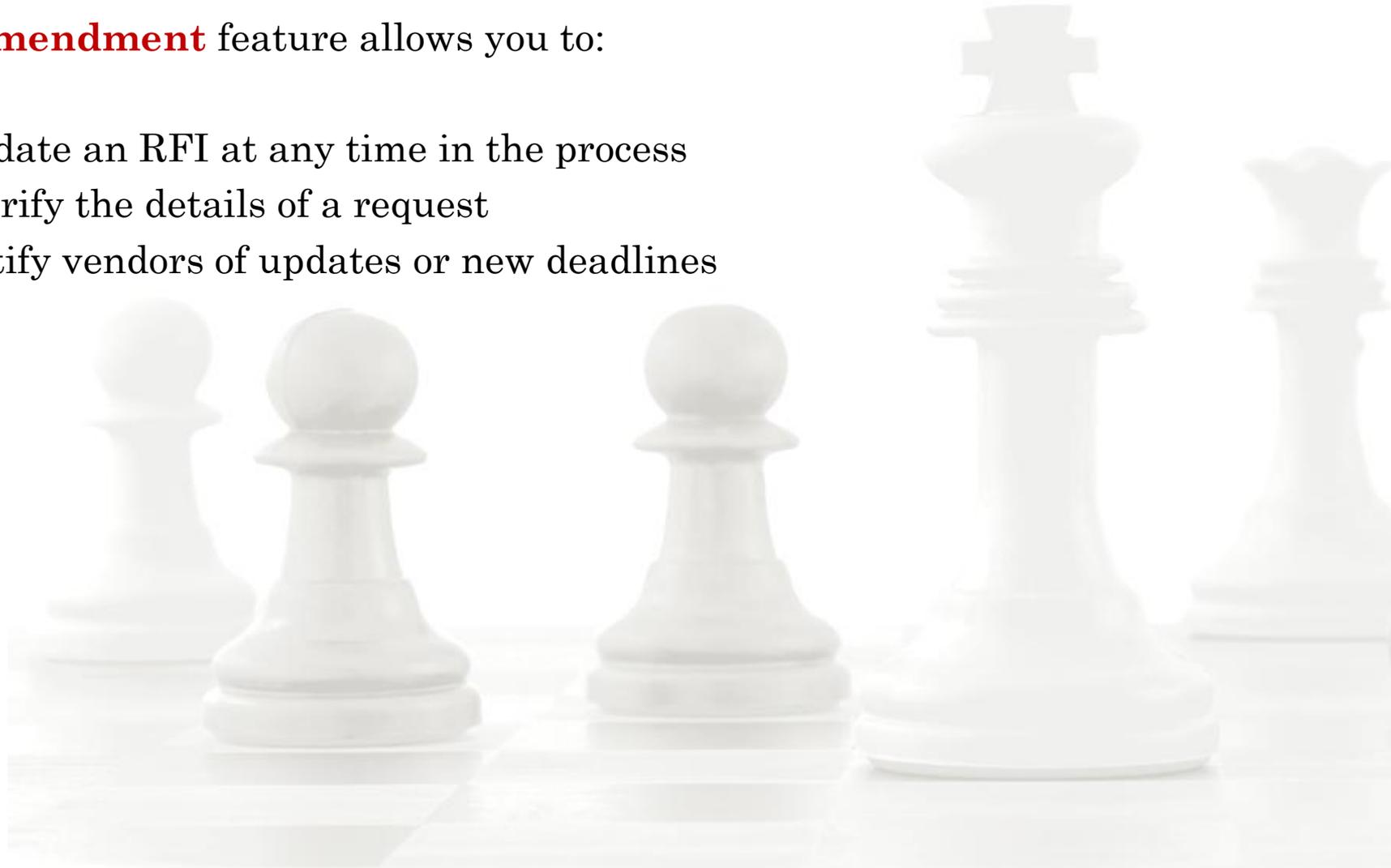


Amending an RFI

Amending an RFI

The **Amendment** feature allows you to:

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



Amending an RFI

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Request For Information

Show 10 entries Search: [Create](#) [Transfer](#)

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
8	RFI Test	5/8/2013 9:16 AM	5/17/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>

Showing 1 to 1 of 1 entries

Ensure you are on the "RFI-Information" tab then click the "Amend" link to the right of your RFI.

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Amending an RFI

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Amend

Requestor Role:

Request Name:

Description:

Characters left: 4000

Dates

Acknowledge Expected Date:

Response Expected Date:

Due Date:

Attachments

Only the following file types will be accepted:

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

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

	Browse...	Clear

Update information in the Description field as required.



Amending an RFI

Waivers - Requests

Description
This is only a test
Characters left: 4000

Dates

Acknowledge Expected Date
5/10/2013

Response Expected Date
5/11/2013

Due Date
5/18/2013

Attachments

Only the following file types will be accepted:

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

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

<input type="text"/>	Browse...	Clear

Save Cancel

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This allows you to attach new files.

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

Click "Save" to submit RFI amendment

Amending an RFI

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RFI 8 amended

Request For Information

Show 10 entries Search: Create Transfer

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
8	RFI Test	5/8/2013 9:16 AM	5/17/2013 8:00 PM	Open	Amend Cancel

Showing 1 to 1 of 1 entries + -

Once your RFI is amended your screen will look like this. A black bar at the top will indicate that your RFI was amended.



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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 background is a soft, light blue gradient.

Canceling an RFI

Canceling an RFI

The **Cancel** feature allows you to:

- Cancel an RFI at any time in the process
- Notify vendors of updates and the cancellation of an RFI

Canceling an RFI

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ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
8	RFI Test	5/8/2013 9:16 AM	5/17/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>

Showing 1 to 1 of 1 entries

Ensure you are on the "RFI - Information" tab then click the "Cancel" link to the right of your RFI.



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Canceling an RFI

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Request Cancellation

Cancellation Confirmation

Are you sure you would like to cancel this request?

Cancel Reason

Cancel Comments

Characters left: 4000

Choose a Cancel Reason from the drop down menu and then click "Yes" to submit.

NOTE: Once you select "Yes" you will not be able to edit your RFI. It will be cancelled.



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Canceling an RFI

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ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
8	RFI Test	5/8/2013 9:16 AM	5/17/2013 8:00 PM	Cancelled	<input type="checkbox"/>

Showing 1 to 1 of 1 entries + -

NOTE: Once RFI is cancelled you will have to submit a new RFI if you have a new request.

Once your RFI is cancelled the Status column will change to "Cancelled"



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Transferring an RFI

Transferring an RFI

The **Transfer** feature allows you to:

- Transfer an RFI at any time in the process to another user
- User is able to transfer multiple RFI's at once to another user
- The person who submitted or anyone with administrative authority may transfer/reassign the RFI

How a Requestor Transfers an RFI

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Hardware	Software	Services	RFQ/RFP	Consolidated Buy	Resources	About CHESS																								
Request For . . .																														
<ul style="list-style-type: none"> ▶ RFI - Information <ul style="list-style-type: none"> Index Create ▶ RFQ - Hardware ▶ RFP - Services ▶ Waivers - Requests 	<h3 style="margin: 0;">Request For Information</h3> <p>Show 10 entries Search: <input type="text"/> Create <input type="button" value="Transfer"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F7942; color: white;"> <th style="width: 10%;">ReferenceNumber</th> <th style="width: 20%;">Request Name</th> <th style="width: 15%;">CreatedOn</th> <th style="width: 15%;">Due Date</th> <th style="width: 15%;">Status</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td>8</td> <td>RFI Test</td> <td>5/8/2013 9:16 AM</td> <td>5/17/2013 8:00 PM</td> <td>Cancelled</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>9</td> <td>RFI Test 2</td> <td>5/8/2013 9:19 AM</td> <td>5/17/2013 8:00 PM</td> <td>Open</td> <td style="text-align: center;"> Amend Cancel <input type="checkbox"/> </td> </tr> <tr> <td>11</td> <td>RFI Test 3</td> <td>5/8/2013 9:33 AM</td> <td>5/17/2013 8:00 PM</td> <td>Open</td> <td style="text-align: center;"> Amend Cancel <input checked="" type="checkbox"/> </td> </tr> </tbody> </table> <p>Showing 1 to 3 of 3 entries</p>						ReferenceNumber	Request Name	CreatedOn	Due Date	Status		8	RFI Test	5/8/2013 9:16 AM	5/17/2013 8:00 PM	Cancelled	<input type="checkbox"/>	9	RFI Test 2	5/8/2013 9:19 AM	5/17/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>	11	RFI Test 3	5/8/2013 9:33 AM	5/17/2013 8:00 PM	Open	Amend Cancel <input checked="" type="checkbox"/>
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Ensure you are on the "RFI - Information" tab click the checkbox under the Transfer column found to the right of your RFI and then click "Transfer."

NOTE: If you click on multiple checkboxes you will be able to transfer multiple RFI's to one person



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Version: 3.4 Build: 1 Revision: 15222
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How a Requestor Transfers an RFI

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

COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS

Welcome: User User
Last Login: Fri, 10 May 2013 12:54:19 GMT

[Report a Bug](#)

Hardware	Software	Consolidated Buy	Resources	About CHESS
Contracts	Transfer			
DoD UC APL	RFI			
Ordering Guides	Transfer To			
Consolidated Buy	<input style="width: 100%;" type="text"/>			
RFQ	<div style="display: flex; justify-content: center; gap: 10px;"> Save Back to List </div>			
Waivers	<p style="font-size: small;">Chess Home FAQ Report a Bug Web Privacy</p> <p style="font-size: x-small;">Version: 3.4 Build: 1 Revision: 15 UNCLASSIFIED</p>			

Once you start typing this field will auto populate with a list of users pertinent to your search.

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

Then click "Save" to Transfer the RFI.

How a Requestor Transfers an RFI

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

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Army's designated "primary source" for commercial IT

Welcome: User User
Last Login: Fri, 10 May 2013 12:54:19 GMT

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Hardware

Software

Services

RFQ/RFP

Consolidated Buy

Resources

About CHESS

Requests Transferred to User, Another (user@anotheruser.com)

Request For . . .

- RFI - Information
 - [Index](#)
 - [Create](#)
- RFQ - Hardware
- RFP - Services
- Waivers - Requests

Request For Information

Show 10 entries Search: Create Transfer

	ReferenceNumber	Request Name	CreatedOn	Due Date	Status		
▶	8	RFI Test	5/8/2013 9:16 AM	5/17/2013 8:00 PM	Cancelled		<input type="checkbox"/>
▶	9	RFI Test 2	5/8/2013 9:19 AM	5/17/2013 8:00 PM	Open	Amend Cancel	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

Once your RFI is Transferred your screen will look like this. A black bar at top will indicate that your RFI has been created.

NOTE: The RFI that was transferred will no longer appear in your list of RFI's.



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A photograph of several white chess pieces (pawns, a king, and a queen) on a chessboard, arranged in a line from left to right, increasing in size. The pieces are set against a light, blurred background.

Vendor View of RFI Submissions

Vendor View of RFI Response

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Welcome: Vendor
Vendor
Last Login: Wed, 08 May 2013 13:33:27 GMT
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Hardware	Software	Services	RFQ/RFP	Consolidated Buy	Resources	About CHESS
----------	----------	----------	---------	------------------	-----------	-------------

Request For Information

W91QUZ-06-D-0002 : ADMC-2

Show 10 entries Search:

▶	ReferenceNumber	Request Name	CreatedOn	Due Date	Status	Action
▶	9	RFI Test 2	5/8/2013 9:19 AM	5/17/2013 8:00 PM	Responded	Respond No Bid
▶	11	RFI Test 3	5/8/2013 9:33 AM	5/17/2013 8:00 PM	Open	Respond No Bid

Showing 1 to 2 of 2 entries

Once Vendors log in, they will see a screen that looks like this.

In order to respond to a particular RFI the Vendor must click the "Respond" link to the right of the RFI.



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Version: 3.4 Build: 1 Revision: 15222
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Vendor Responds to an RFI

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



ARMY
CHESS
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ENTERPRISE SOFTWARE AND SOLUTIONS

Army's designated "primary source" for commercial IT

Welcome: Vendor
Vendor
Last Login: Wed, 08 May 2013 13:33:27 GMT
[Report a Bug](#)

Hardware	Software	Services	RFQ/RFP	Consolidated Buy	Resources	About CHESS
----------	----------	----------	---------	------------------	-----------	-------------

Request For . . .

- ▶ RFI - Information
 - ▶ [Index](#)
- ▶ RFO - Hardware
- ▶ RFP - Services

Respond to Request

Response

Text

Characters left: 4000

Attachments

Only the following file types will be accepted:

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

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

	Browse...	Clear
	Browse...	Clear
	Browse...	Clear

Respond
Cancel

A Vendor uses an online form to submit a response, (bid or "no bid"), but will submit proposal documents directly to the RFI Requestor.

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

Click "Respond" to submit RFI response



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



Version: 3.4 Build: 1 Revision: 15222
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Vendor Responds to an RFI

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



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Welcome: Vendor
Vendor
Last Login: Wed, 08 May 2013 13:33:27 GMT
[Report a Bug](#)

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

Request For . . .

- ▶ RFI - Information
 - ▶ [Index](#)
 - ▶ RFO - Hardware
 - ▶ RFP - Services

Request For Information

W91QUZ-06-D-0002 : ADMC-2

Show 10 entries Search:

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
▶ 9	RFI Test 2	5/8/2013 9:19 AM	5/17/2013 8:00 PM	Responded	Respond No Bid
▶ 11	RFI Test 3	5/8/2013 9:33 AM	5/17/2013 8:00 PM	Open	Respond No Bid

Showing 1 to 2 of 2 entries + -

Once a response is submitted the Status will change to "Responded."



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Version: 3.4 Build: 1 Revision: 15222
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Requestor View of RFI Responses

View RFI Response

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



Welcome: User User
Last Login: Wed, 08 May 2013 13:37:30 GMT

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Hardware	Software	Services	RFQ/RFP	Consolidated Buy	Resources	About CHESS
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Request For ...

- ▶ RFI - Information
 - ▶ Index
 - ▶ Create
- ▶ RFQ - Hardware
- ▶ RFP - Services
- ▶ Waivers - Requests

Request For Information

Show 10 entries Search: [Create](#) [Transfer](#)

ReferenceNumber	Request Name	CreatedOn	Due Date	Status									
▶ 8	RFI Test	5/8/2013 9:16 AM	5/17/2013 8:00 PM	Cancelled	<input type="checkbox"/>								
▼ 9	RFI Test 2	5/8/2013 9:19 AM	5/17/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>								
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W91QUZ-06-D-0002	Dell	5/8/2013	5/8/2013										
▶ 11	RFI Test 3	5/8/2013 9:33 AM	5/17/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>								

Showing 1 to 3 of 3 entries ⏪ ⏩

Ensure you are on the "RFI - Information" tab when reviewing responses. Double click on the RFI you want to review and filter down to see responses.

1/8 indicates number of vendors that have responded. (Ex: Out of 8 Vendors 1 responded)



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