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

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



June 2013

Introduction

- This briefing will introduce the Request for Proposal (RFP) process
- Requests for Proposals (RFPs) must be created by a Contracting Officer or Contract Specialist using the CHES IT e-mart <https://ches.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
- Amending an RFP
- Canceling an RFP
- Transferring an RFP
- Vendor View of RFPs Submissions
- Contracting Specialist or Contracting Officer View of RFP Submissions



CAUTION

Please NOTE:

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

Not Recommended



The RFP Process

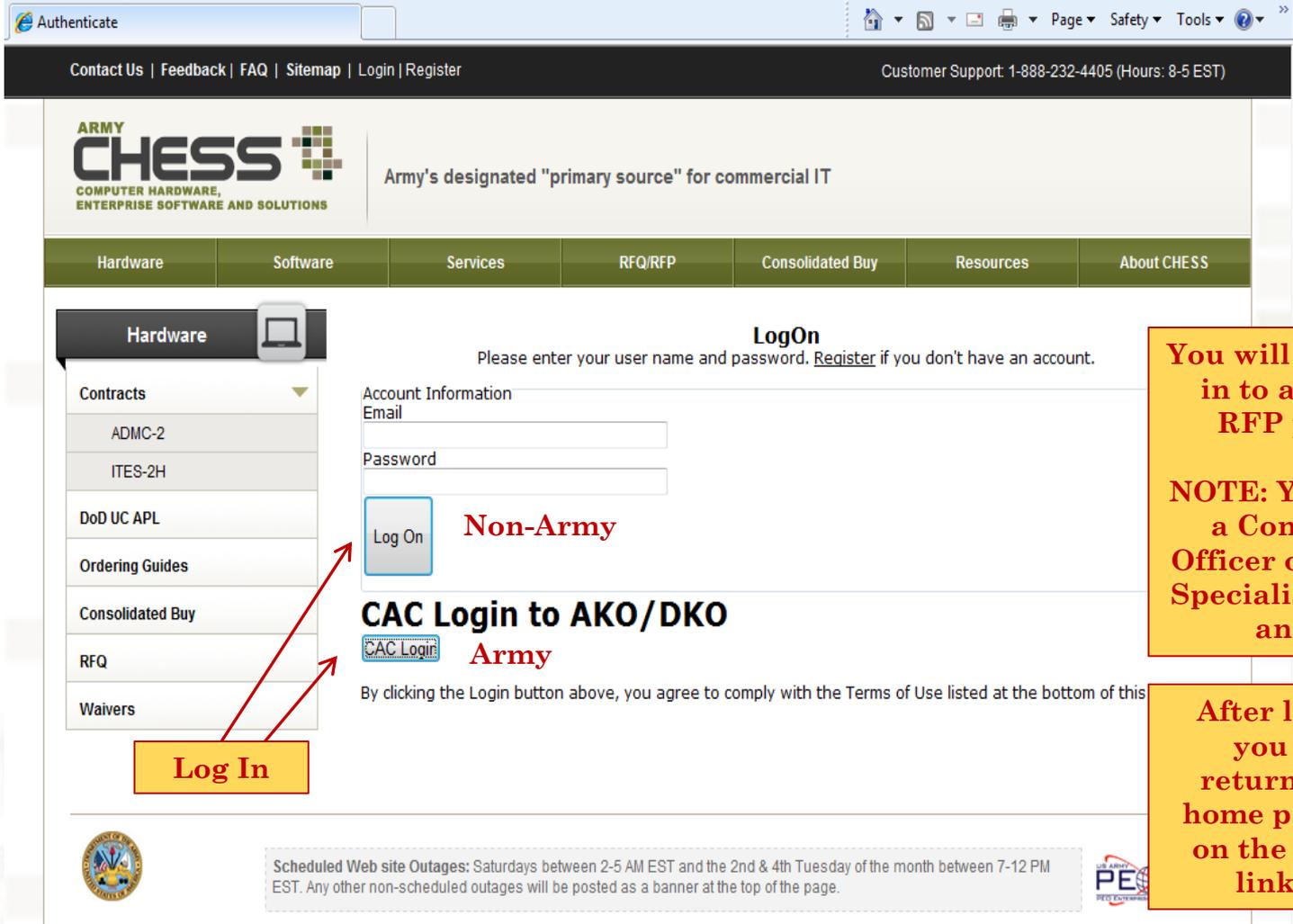


Step 1 – Access the RFP Online Tool

Click on
“RFQ/RFP/RFI”
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

Log In

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 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

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: Tue, 07 May 2013 12:07:06 GMT

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Request For . . .

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- ▶ RFQ - Hardware
- ▲ RFP - Services
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 - Create
- ▶ Waivers - Requests

Request For Proposal

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

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

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

Then click the "Create" button



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Step 4 – Select Type of Request

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

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Create Request For Proposal

Contracts

Program

Select either ITES-2S or ITS-SB from the drop down menu

Note: You must select either one or all.

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.

Step 5 – Select Vendors

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

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Create Request For Proposal

Contracts

Program

W91QUZ-11-D-0001 : ActioNet

W91QUZ-11-D-0002 : Creative Computing Solutions, Inc

W91QUZ-11-D-0003 : Engineer Services Network, Inc.

W91QUZ-11-D-0004 : Enterprise Information Services, Inc.

W91QUZ-11-D-0005 : Exeter Information Technology Services, LLC

W91QUZ-11-D-0006 : Future Research Corporation

W91QUZ-11-D-0008 : Link Solutions, Inc.

W91QUZ-11-D-0009 : M-Cubed Information Systems

Clear
Select All

Note: You must select either one or all.

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:

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- 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 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 Requirement

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----------	----------	----------	---------	------------------	-----------	-------------

Request For . . .

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Create Request For Proposal

Contracts

Program

W91QUZ-11-D-0001 : ActioNet

W91QUZ-11-D-0002 : Creative Computing Solutions, Inc

W91QUZ-11-D-0003 : Engineer Services Network, Inc.

W91QUZ-11-D-0004 : Enterprise Information Services, Inc.

W91QUZ-11-D-0005 : Exeter Information Technology Services, LLC

W91QUZ-11-D-0006 : Future Research Corporation

W91QUZ-11-D-0008 : Link Solutions, Inc.

W91QUZ-11-D-0009 : M-Cubed Information Systems

Note: You must select either one or all.

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:

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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) 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.

Step 7 – Add Attachments

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

Response Expected Date

Due Date

Contact Information

Submitting POC:

User User
User@user.com
Requestor Role:

Customer POC:

First Name:	<input type="text" value="User"/>
Last Name:	<input type="text" value="User"/>
Commercial Phone:	<input type="text" value="1231231234"/>
Email address:	<input type="text" value="User@user.com"/>
Customer POC Role:	<input type="text" value="Technical"/>

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

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

Empty file upload slots

Dates

Acknowledge Expected Date: 5/10/2013

Response Expected Date: 5/11/2013

Due Date: 5/18/2013

Dates

Acknowledge Expected Date: 5/12/2013

Calendar for June 2013:

May							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

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.

Contact Information

Submitting POC:
 User User
User@user.com
 Requestor Role: Contracting Officer

Customer POC:
 First Name: User
 Last Name: User
 Commercial Phone: 1231231234
 Email address: User@user.com
 Customer POC Role: Technical

Step 9 – POC, Questions, Submit RFP

5/19/2013
Due Date
5/26/2013

Contact Information

Submitting POC:

User User
[User@user.com](#)
 Requestor Role:
 Contracting Officer

Customer POC:

First Name: User
 Last Name: User
 Commercial Phone: 1231231234
 Email address: User@user.com
 Customer POC Role: Technical

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

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

Answer basic contracting questions regarding this requirement.

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

Click to submit RFP → **Submit**



View of successfully submitted RFP

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RFP 4 Created

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Request For Proposal

Show 10 entries Search: Create Transfer

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
4	RFP TEST - ITS SB	5/7/2013 8:09 AM	5/16/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>

Showing 1 to 1 of 1 entries

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

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



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View of successfully submitted RFP

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Hardware	Software	Services	RFQ/RFP	Consolidated Buy	Resources	About CHES
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- Request For . . .
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- RFQ - Hardware
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Request For Proposal

Show 10 entries Search:

ReferenceNumber	Request Name	CreatedOn	Due Date
4	RFP TEST - ITS SB	5/7/2013 8:09 AM	5/16/2013 PM
Responses to current version			
Versions:			
5	RFP TEST - ITES 2S	5/7/2013 8:12 AM	5/16/2013 PM

Showing 1 to 2 of 2 entries

Showing 1 to 2 of 2 entries

Submitting POC		Customer POC	
Name	User User	Name	User User
Email	User@user.com	Email	User@user.com
Role	Contracting Officer	Role	Technical

Program	ITES-2S
Status	Open
Cancel Reason	
Cancel Comment	
Date Cancelled	
Reference Number	5
Created On	5/7/2013
Request Name	RFP TEST - ITES 2S
Description	This is only a test
Acknowledged	True
Date Acknowledged	5/7/2013 12:13:31 PM
Acknowledgment Expected	5/9/2013
Responded	True
Date Responded	5/7/2013 12:14:03 PM
Response Expected	5/10/2013
Due	5/17/2013
Last Updated	5/7/2013
Version (Amendments and Transfers)	0 (Original)

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

Submitting POC		Customer POC	
Name	User User	Name	User User
Email	User@user.com	Email	User@user.com
Role	Contracting Officer	Role	Technical

Program	ITES-2S
Status	Open
Cancel Reason	
Cancel Comment	
Date Cancelled	
Reference Number	5

The RFP Process After Submission

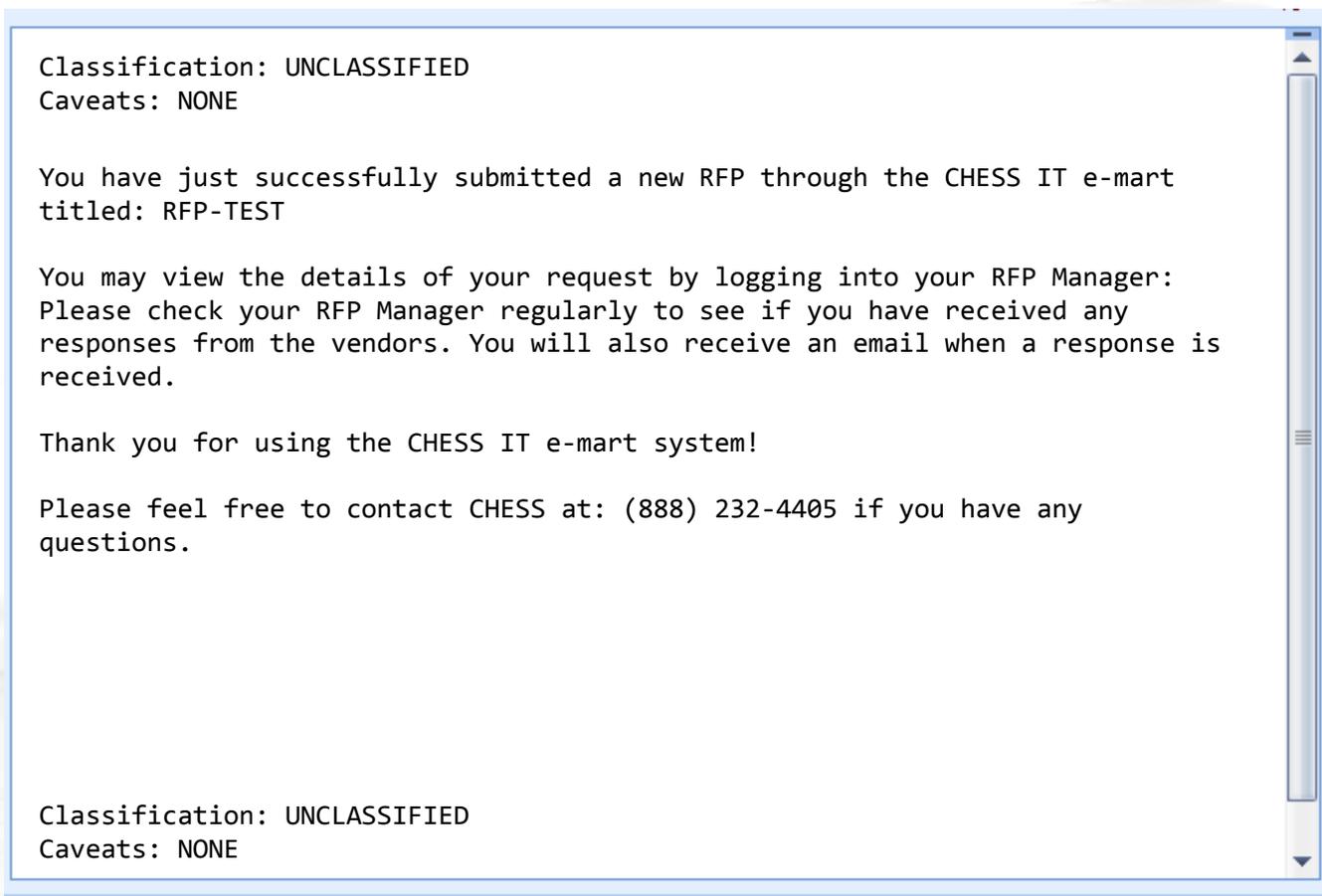
- Contracting Officer or Contract Specialist and vendor will receive RFP notification via email from CHES IT e-mart.
- The vendor responds to the RFP.
- The Contracting Officer or Contract Specialist receives email notification that RFP responses have been posted to their RFP Manager.
- The Contracting Officer or Contract Specialist logs back into the RFP Manager to view responses.

Email to Contracting Officer or Contract Specialist

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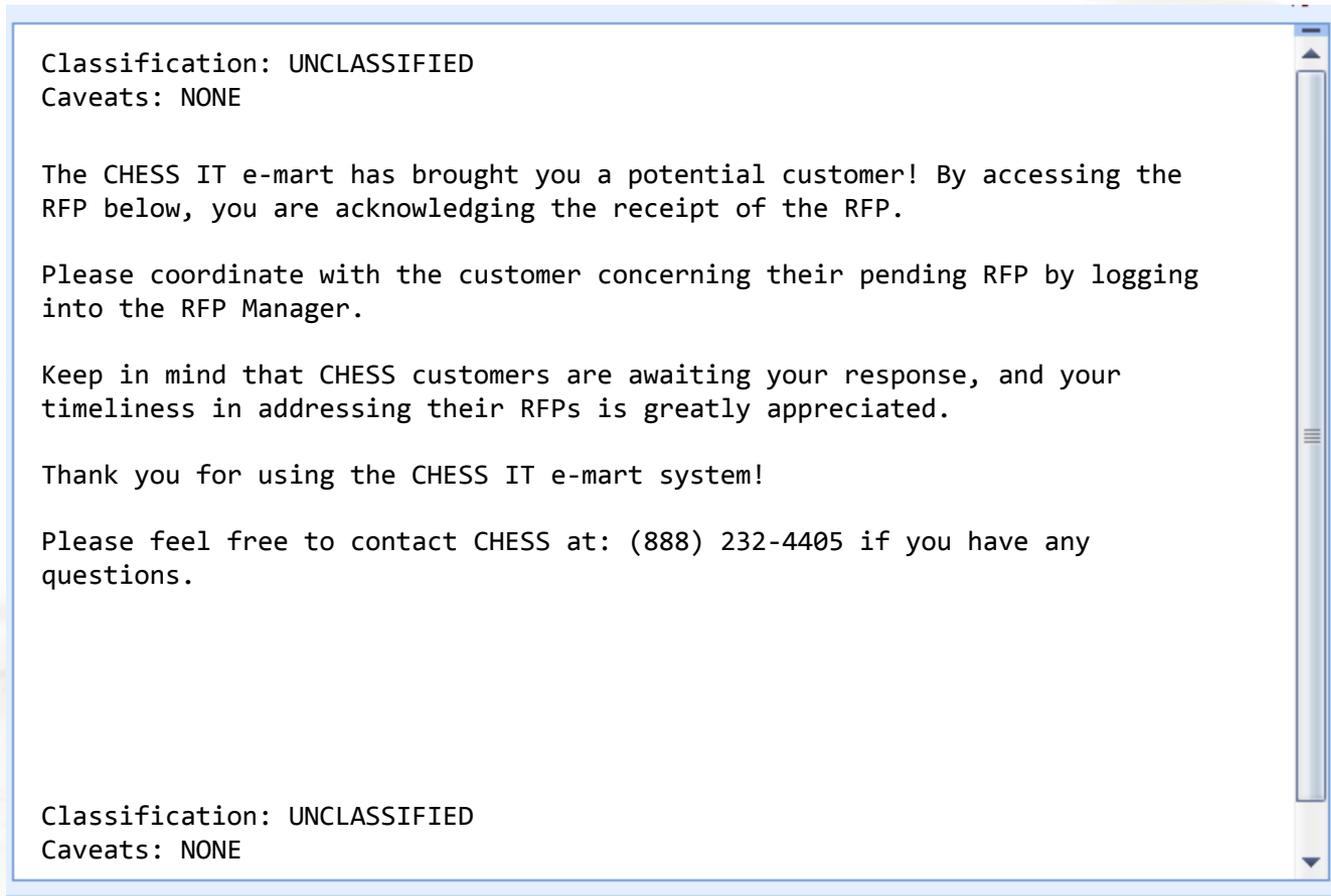


- Once your RFP is submitted you will receive an email from CHES like the one below.



Email to Vendor(s)

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

Amending an RFP

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Request For . . .

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Request For Proposal

Show 10 entries Search: Create Transfer

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
4	RFP TEST - ITS SB	5/7/2013 8:09 AM	5/16/2013 8:00 PM	Open	Amend Cancel

Showing 1 to 1 of 1 entries

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



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Amending an RFP

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Request For ...

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- ▶ RFQ - Hardware
- ▶ **RFP - Services**
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Amend

Requestor Role:

Request Name:

Description:

Customer POC

First Name:

Last Name:

Email address:

Commercial Phone:

Customer POC Role:

Organization: Army Non-Army

Dates

Acknowledge Expected Date:

Response Expected Date:

Due Date:

Update information in the Description field as required.



Amending an RFP

Organization: Army Non-Army
 PEO EIS

Dates

Acknowledge Expected Date
5/9/2013

Response Expected Date
5/10/2013

Due Date
5/17/2013

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

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 RFP amendment

Save Cancel



Amending an RFP

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RFP 4 amended

Request For . . .

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Request For Proposal

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

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
▶ 4	RFP TEST - ITS SB	5/7/2013 8:09 AM	5/16/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>
▶ 5	RFP TEST - ITES 2S	5/7/2013 8:12 AM	5/16/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>

Showing 1 to 2 of 2 entries ⏪ ⏩

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



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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

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RFP 4 Created

Request For Proposal

Request For . . .

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Show 10 entries Search: Create Transfer

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
4	RFP TEST - ITS SB	5/7/2013 8:09 AM	5/16/2013 8:00 PM	Open	Amend Cancel

Showing 1 to 1 of 1 entries

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



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Canceling an RFP

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Request For . . .

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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 RFP. It will be cancelled.



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Canceling an RFP

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Request For Proposal

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

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
▶ 4	RFP TEST - ITS SB	5/7/2013 8:09 AM	5/16/2013 8:00 PM	Cancelled	<input type="checkbox"/>
▶ 5	RFP TEST - ITES 25	5/7/2013 8:12 AM	5/16/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>

Showing 1 to 2 of 2 entries ⏪ ⏩

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



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Transferring an RFP

Transferring an RFP

The **Transfer** feature allows you to:

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

How a Contracting Officer or Contract Specialist Transfers an RFP

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RFP 4 amended

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Request For Proposal

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

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
▶ 4	RFP TEST - ITS SB	5/7/2013 8:09 AM	5/16/2013 8:00 PM	Open	Amend Cancel <input checked="" type="checkbox"/>
▶ 5	RFP TEST - ITES 2S	5/7/2013 8:12 AM	5/16/2013 8:00 PM	Open	Amend Cancel <input type="checkbox"/>

Showing 1 to 2 of 2 entries

Ensure you are on the "RFP- Services" tab click the checkbox under the Transfer column found to the right of your RFP and then click "Transfer."

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



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How a Contracting Officer or Contract Specialist Transfers an RFP

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ARMY
CHESS
COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS

Welcome: User User
Last Login: Tue, 07 May 2013 12:14:54 GMT
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Hardware
Software
S
Consolidated Buy
Resources
About CHESS

Request For . . .

- ▷ RFI - Information
- ▷ RFQ - Hardware
- ▲ RFP - Services
 - Index
 - Create
- ▷ Waivers - Requests

Transfer

RFP

Transfer To

Save Back to List

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PECEIS
PECEIS ENTERPRISE INFORMATION SYSTEMS
AKO ARMY ONLINE

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 RFP.

How a Contracting Officer or Contract Specialist Transfers an RFP

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Army's designated "primary source" for commercial IT

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Welcome: User User
Last Login: Fri, 10 May 2013 07:55:01 GMT

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

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

Request For . . .

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

Request For Proposal

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

	ReferenceNumber	Request Name	CreatedOn	Due Date	Status		
▶	4	RFP TEST - ITS SB	5/7/2013 8:09 AM	5/16/2013 8:00 PM	Cancelled		<input type="checkbox"/>
▶	5	RFP TEST - ITES 2S	5/7/2013 8:12 AM	5/16/2013 8:00 PM	Open	Amend Cancel	<input type="checkbox"/>

Showing 1 to 2 of 2 entries ◀ ▶

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

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Vendor View of RFP Submissions

Vendor View of RFP Response

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Welcome: Vendor
Vendor
Last Login: Tue, 07 May 2013 12:12:58 GMT
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Hardware	Software	Services	RFQ/RFP	Consolidated Buy	Resources	About CHESS
Request For . . .						
<ul style="list-style-type: none"> ▶ RFI - Information ▶ RFQ - Hardware ▶ RFP - Services Index 	Request For Proposal					
W91QUZ-06-D-0019 : ITES-2S						
Show 10 entries Search: <input type="text"/>						
ReferenceNumber	Request Name	CreatedOn	Due Date	Status		
5	RFP TEST - ITES 2S	5/7/2013 8:12 AM	5/16/2013 8:00 PM	Open	Respond No Bid	
Showing 1 to 1 of 1 entries						

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

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



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Vendor Responds to an RFP

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Vendor
Last Login: Tue, 07 May 2013 12:12:58 GMT
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Hardware	Software	Services	RFQ/RFP	Consolidated Buy	Resources	About CHESS
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Request For . . .

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

Respond to Request

Response -

Text

Characters left: 4000

Additional Contact Information

Characters left: 4000

Quote Total:

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

Click "Respond" to submit RFP response → **Respond** Cancel

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.

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

Vendor Responds to an RFP

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Vendor
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Hardware
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RFQ/RFP
Consolidated Buy
Resources
About CHESS

Request For Proposal

W91QUZ-06-D-0019 : ITES-2S

Show 10 entries Search:

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
5	RFP TEST - ITES 2S	5/7/2013 8:12 AM	5/16/2013 8:00 PM	Responded	Respond No Bid

Showing 1 to 1 of 1 entries + +

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

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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 soft, artistic background for the text.

Contracting Officer or Contract Specialist View of RFP Submissions

A Contracting Officer or Contract Specialist Reviews Bids

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Welcome: User User
Last Login: Tue, 07 May 2013 12:14:54 GMT

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

- ▶ RFI - Information
- ▶ RFO - Hardware
- ▶ **RFP - Services**
 - Index
 - Create
- ▶ Waivers - Requests

Request For Proposal

Show 10 entries Search: Create Transfer

ReferenceNumber	Request Name	CreatedOn	Due Date	Status	
4	RFP TEST - ITS SB	5/7/2013 8:09 AM	5/16/2013 8:00 PM	Open	Amend Cancel
▶ Responses to current version					0 / 14
5	RFP TEST - ITES 2S	5/7/2013 8:12 AM	5/16/2013 8:00 PM	Open	Amend Cancel
▶ Responses to current version					1 / 16
Contract	Vendor	Acknowledged	Responded		
W91QUZ-06-D-0019	Booz Allen Hamilton, Inc.	5/7/2013	5/7/2013		

Showing 1 to 2 of 2 entries

Ensure you are on the "RFP-Services" Tab when reviewing responses. Double click on the RFP you want to review and filter down to see responses.

1/16 indicates number of vendors that have responded. (Ex: Out of 16 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