



ITES-2S/ITS -SB

IT e-mart

Request for Proposal (RFP) Tutorial



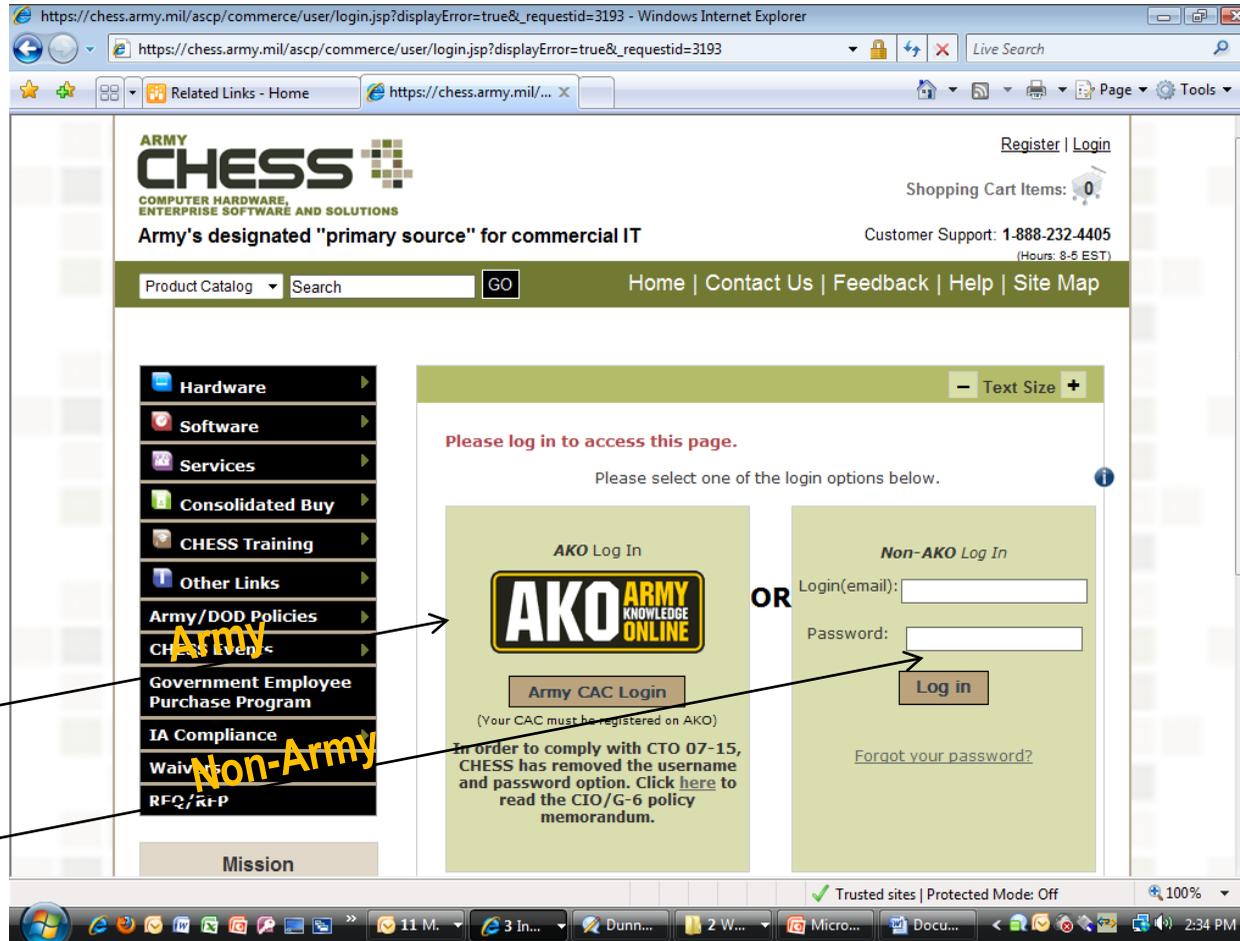
July 2011

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 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 or contract specialist and vendors can submit amendments to RFPs
 - How a contracting officer or contract specialist can delete and RFP
 - How a contracting officer can transfer and RFP

The RFP Process

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.



Army
Non-Army

How to Use the *it e-mart*

The screenshot shows the ARMY CHES website interface. The browser window title is "Welcome to CHES - Windows Internet Explorer" and the address bar shows "https://ches.army.mil/ascp/commerce/index.jsp". The website header includes the ARMY CHES logo, "Army's designated 'primary source' for commercial IT", and technical support information: "Technical Support: 1-888-232-440 (Hours: 8-5 EST)". A search bar is located below the header. The main content area is divided into several sections: Hardware, Software, Services, Consolidated Buy, CHES Training, and Other Links. The left sidebar contains a vertical menu with items: Hardware, Software, Services, Consolidated Buy, CHES Training, Other Links, Army/DOD Policies, CHES Events, Government Employee Purchase Program, IA Compliance, Waivers, and RFQ/RFP. The RFQ/RFP link in the sidebar is circled. In the Services section, the "Online RFP Tool" link is also circled. A red text box on the right side of the page contains the instruction: "From the home page, click on either of these links to start creating your RFP." Two arrows point from this text box to the circled links.

From the home page, click on either of these links to start creating your RFP.

How to Use the *it e-mart*

make Your Request - Windows Internet Explorer
 https://ches.army.mil/ascsp/commerce/rfq/makeRequest.jsp

Army/DOD Policies
CHES Events
Government Employee Purchase Program
IA Compliance
Waivers
RFQ/RFP

Administration
[My Account](#)
[RFQ's/RFP's](#)
 Responded RFQs: 0
 Overdue RFQ: 0
 Responded RFP: 1
 Overdue RFP: 0
[Shopping Carts](#)
[Waiver Tracker](#)
[MS Licenses](#)
[Administration](#)
[Order Manager](#)
[RFP/RFQ Manager](#)

If you are looking for software DO NOT create an RFQ/RFP. Use the "Software" link at left 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):

ITES-2S Information Technology Enterprise Solutions-2
 (Enterprise-wide requirements for Commercial IT Services, CONUS and OCONUS)

Task Areas:

- Business Process Reengineering (BPR)
- Information Systems Security
- Information Assurance (IA)
- Information Technology Services
- (CAD/CAE/CAM)
- Development
- Software/Middleware Development
- Enterprise Design, Integration, and Consolidation
- Education/Training
- Program/Project Management
- Systems Operation and Maintenance
- Network Support

ITS-SB Information Technology Services - Small Business sb
 (Small Business Set-Aside for non-Enterprise Commercial IT Services, CONUS-only)

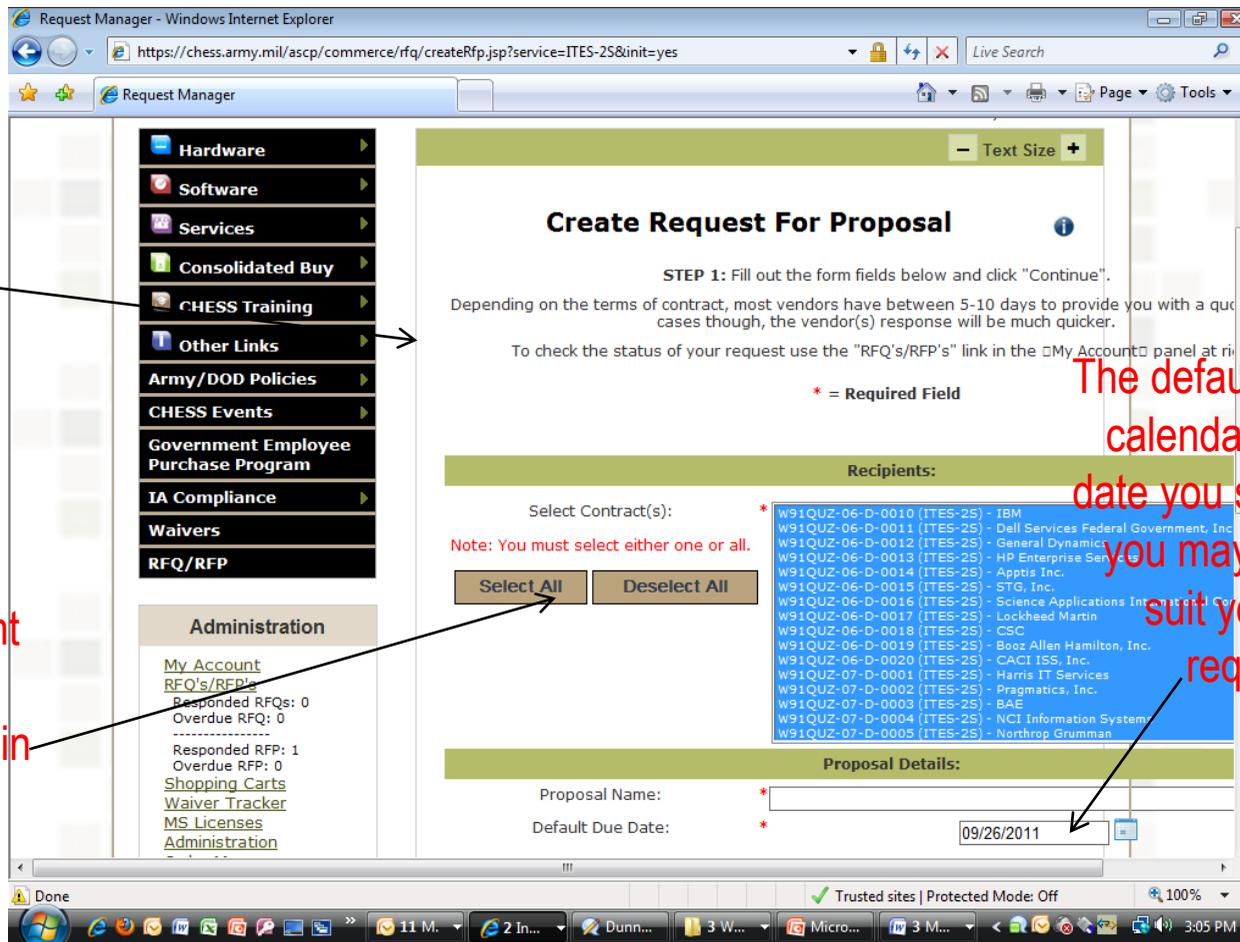
Task Areas:

- Electronic Product Environmental Assessment Tool (EPEAT)
- Independent Verification and Validation (IV&V)
- Internet Protocol Version 6 (IPv6)
- Information Assurance (IA)
- Warranty and Maintenance
- Migration/Integration IT Services

Trusted sites | Protected Mode: Off | 100% | 2:34 PM

Choose the appropriate radio button to bring up the screen to submit your RFP for either ITES-2S or ITS-SB. Then click on the button, "Create a New Request"

How a Customer Submits an RFP



Select Main and Sub-Categories

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

The default due date is ten calendar days from the date you submit your RFP; you may change this to suit your individual requirements.

How a Customer Submits an RFP

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!

The screenshot shows a web browser window titled "Request Manager - Windows Internet Explorer" with the URL "https://ches.army.mil/ascp/commerce/rfq/createRfp.jsp?service=ITES-2S&unit=yes". The page displays a "Request Manager" sidebar with links like "RFQ's/RFP's", "Shopping Carts", and "Waiver Tracker". The main content area is titled "Proposal Details:" and contains the following fields:

- Proposal Name:** A text input field with a red asterisk, containing the text "W91QUZ-07-D-0001 (ITES-2S) - Harris IT Services".
- Default Due Date:** A date picker field with a red asterisk, showing "09/26/2011".
- Proposal:** A large text area with a red asterisk. The text inside reads: "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." Below the text area is a "Characters left: 4000" indicator.
- Estimated Dollar Value (Including Options):** A text input field with a red asterisk, containing "\$0.00". Below this field is a note: "This field is only viewed by CHES. It is NOT submitted to the Vendor."

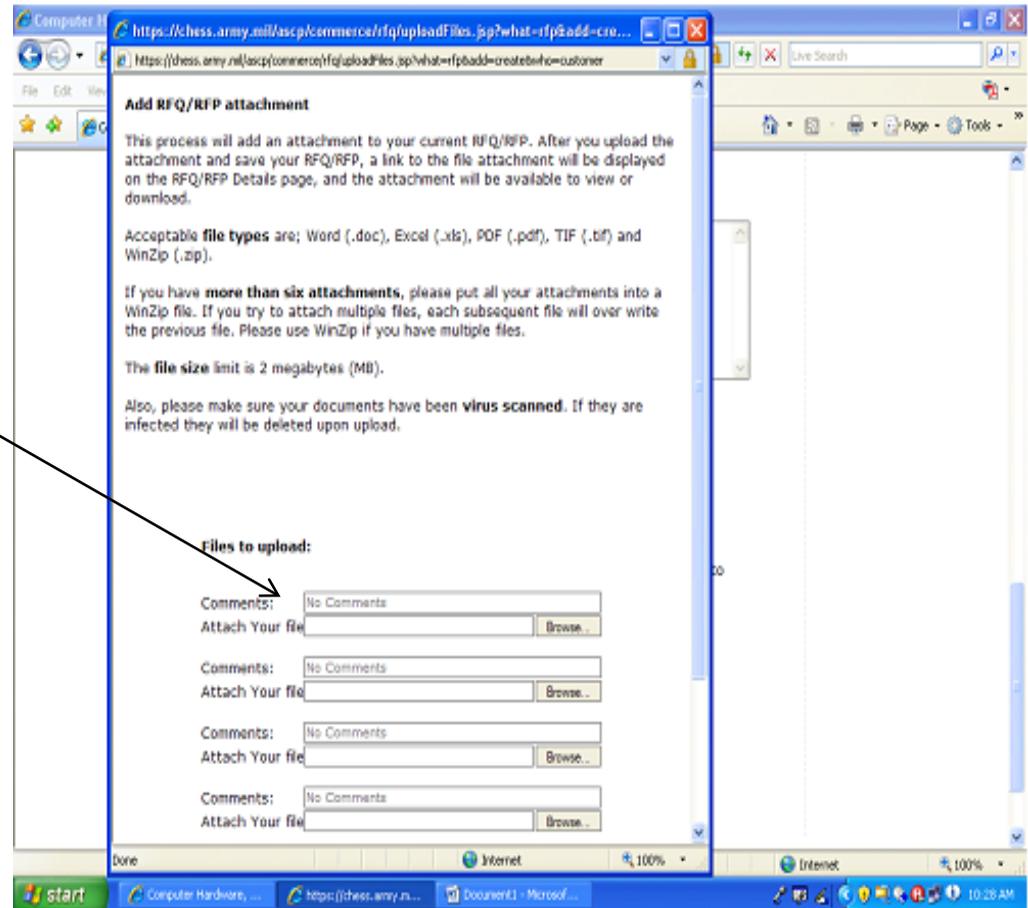
At the bottom of the form are two buttons: "Add Attachment" and "Continue". The Windows taskbar at the bottom shows the time as 3:30 PM.

Name the RFP

How a Customer Submits an RFP

You may attach up to six 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 comment section of the upload window.
This helps vendors track each attachment
easily.



How a Customer Submits an RFP

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

The screenshot shows a web browser window titled 'Request Manager - Windows Internet Explorer' with the URL 'https://chess.army.mil/ascp/commerce/rfq/createRfp_stage2.jsp?service=ITES-25&_requestid=1856'. The page is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with 'CHES Events' (Government Employee Purchase Program, IA Compliance, Waivers, RFQ/RFP) and an 'Administration' section with links for 'My Account', 'RFQ's/RFP's', 'Shopping Carts', 'Waiver Tracker', 'MS Licenses', 'Administration', 'Order Manager', and 'RFP/RFQ Manager'. The main content area has a 'Previous Page' link and a green header 'Enter Contact Information'. Below this, there are sections for 'Submitting POC' and 'Customer POC'. The 'Submitting POC' section includes a text input for name (pre-filled with 'Deidre Harris'), phone (pre-filled with '732-427-6785'), email (pre-filled with 'deidre.harris@us ARMY'), and a dropdown for 'Role'. The 'Customer POC' section includes a checkbox for 'Same As Above', and text inputs for 'First Name', 'Last Name', 'Phone' (pre-filled with '999-999-9999'), and 'Email'. Below these is an 'Organization' dropdown (pre-selected 'Army') and another 'Role' dropdown. A second green header 'Enter Details About Your Proposal Request' is followed by three questions with radio button options for 'Yes' and 'No': 'Is this a performance based task order?', 'Is this a new Requirement?', and 'Is this Task Order in compliance with the Clinger-Cohen Act?'. A 'Submit Request' button is at the bottom. The browser's status bar shows 'Error on page.' and 'Trusted sites | Protected Mode: Off'.

Answer basic contracting questions regarding this requirement.

Finishing the RFP Submission

When you have finished, your screen will look something like this, with notices sent to all 16 prime vendors. If the task is a sole source selection, one vendor may be selected rather than all 16 and will be shown here.

The screenshot shows a web browser window titled "Computer Hardware, Enterprise Software and Solutions it e-mart - RFP - Windows Internet Explorer". The address bar shows the URL: https://ches.army.mil/ascp/commerce/rfq/rfpSuccess.jsp?_requestid=14552. The page content includes a navigation menu on the left, a central table of proposals, and a "My Account" sidebar on the right.

Proposal Id	Proposal Name	Contract
RFP-1400033-100028-100014-1400017	Vendor from marian - Test 1	W91QUZ-06-D-0014(ITES-2S)-APPTIS, INC.
RFP-1400033-100028-100042-1400018	Vendor from marian - Test 1	W91QUZ-07-D-0003(ITES-2S)-BAE
RFP-1400033-100028-100043-1400019	Vendor from marian - Test 1	W91QUZ-06-D-0015(ITES-2S)-STG, INC.
RFP-1400033-100028-100044-1400020	Vendor from marian - Test 1	W91QUZ-06-D-0019(ITES-2S)-BOOZ ALLEN HAMILTON, INC.
RFP-1400033-100028-100045-1400021	Vendor from marian - Test 1	W91QUZ-06-D-0020(ITES-2S)-CACI ISS, INC.
RFP-1400033-100028-100027-1400022	Vendor from marian - Test 1	W91QUZ-06-D-0018(ITES-2S)-CSC
RFP-1400033-100028-100046-1400023	Vendor from marian - Test 1	W91QUZ-06-D-0016(ITES-2S)-SCIENCE APPLICATIONS INTERNATIONAL CORPORATION
RFP-1400033-100028-100033-1400024	Vendor from marian - Test 1	W91QUZ-06-D-0013(ITES-2S)-EDS
RFP-1400033-100028-100024-	Vendor from marian - Test 1	W91QUZ-06-D-0011(ITES-2S)-QSS GROUP, INC.

My Account

- Profile
- RFQ's/RFP's
 - Responded RFQ:0
 - Overdue RFQ:0
- Responded RFP:0
- Overdue RFP:0
- Shopping Carts
- Waivers
- MS Licenses
- Order Manager
- RFQs/RFPs Admin View

Email to Vendor(s)

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

CHES IT E-Mart Request For Proposal

The CHES it e-mart has brought you a potential customer! By accessing the RFP, you are acknowledging receipt of the proposal.

Please coordinate with the customer concerning the following pending proposal on the CHES it e-mart site by visiting your RFP Manager at:

<https://chess.army.mil/ascp/commerce/rfq/rfqManager.jsp>

Please keep in mind that CHES customers are awaiting your response to their RFP proposals, and your timeliness in addressing their RFP proposals is greatly appreciated.

Thank you for using the CHES it e-mart system!

Please feel free to contact CHES at: (888) 232-4405 if you have any questions.

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

Click on the link to your proposal details page. Look for the “add amendment” button on the bottom of that page.

Per email from James Hammond, contracting officer, the due date on this RFP has been amended to 17 June, 2009, NLT 2 p.m. EST.

Customer Information

No Attachments by Vendor.

Tracking
Request Status Information:

	Expected Date	Actual Date
Vendor Acknowledgement	2009-05-13	2009-05-28
Vendor Response	2009-06-17	N/A

Amend RFP **Amendment History**
Back To RFP Manager

Amending an RFP

Computer Hardware, Enterprise Software and Solutions it e-mart - RFP - Windows Internet Explorer

https://ches.army.mil/ascp/commerce/rfq/chooseContracts.jsp?rfpID=1800008&frm=customer&_requestid=54244

File Edit View Favorites Tools Help

Computer Hardware, Enterprise Software and Solutio...

ARMY CHES COMPUTER HARDWARE, ENTERPRISE SOFTWARE AND SOLUTIONS

Toll free: 1 (888) 232-4405

AKO

ESI Notebooks Desktops Servers Printers Services

Search Product Catalog Search (Advanced Search) Logout | Contact Us | Feedback | Help | Site Map

Welcome, Pam Orel

Browse

- Entire Catalog
- No Cost Software
- Request Quote/Proposal
- Consolidated Buy
- Microsoft Licenses
- Enterprise Agreements
- Waivers
- Contracts and Contracting
- Army IT Conference
- Information Assurance APL

More

- Government Employee Purchase Program
- Army/DoD Standards, Policies
- SW Inventory
- Prospective Vendor FAQs

Choose Contracts

Recipients

Select All Deselect All

Select Contracts to add to Submission List

- W91QUZ-06-D-0014 (ITES-2S)--APTIS, INC.
- W91QUZ-06-D-0018 (ITES-2S)--CSC
- W91QUZ-06-D-0010 (ITES-2S)--IBM
- W91QUZ-07-D-0005 (ITES-2S)--NORTHROP GRI
- W91QUZ-06-D-0017 (ITES-2S)--LOCKHEED MAF
- W91QUZ-07-D-0003 (ITES-2S)--BAE
- W91QUZ-06-D-0020 (ITES-2S)--CACI ISS, INC.
- W91QUZ-06-D-0012 (ITES-2S)--GENERAL DYNA
- W91QUZ-07-D-0002 (ITES-2S)--PRAGMATICS, :

My Cart

0 items
Total: \$0.00
Pam's Cart o...
Activate

My Account

Profile

RFQ's/RFP's
Responded RFQ:0
Overdue RFQ:0

Responded RFP:16

Overdue RFP:6

Shopping Carts

Waivers

MS Licenses

Order Manager

RFQs/RFPs Admin View

start

2 Microsoft Office... Tutorial Materials Microsoft PowerPoi... Computer Hardwar...

Trusted sites 100% 2:41 PM

Choose the vendors to receive your update. Select all if your RFP was initially sent to all vendors.

Amending Your RFP

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

Computer Hardware, Enterprise Software and Solutions it e-mart - RFP - Windows Internet Explorer

https://ches.army.mil/ascp/commerce/rfq/rfpAmendmentsCust.jsp?rfpID=1800008

File Edit View Favorites Tools Help

Computer Hardware, Enterprise Software and Solutio...

Enterprise Agreements
Waivers
Contracts and Contracting
Army IT Conference
Information Assurance APL

More

Government Employee Purchase Program
Army/DoD Standards, Policies
SW Inventory
Prospective Vendor FAQs

Editable Fields

Due Date

Proposal
Enter the details of your request. Be as specific as you can and include make, model, manufacturer, part number & quantities, etc. 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 This field is only viewed by CHES. It is NOT submitted to the Vendor.

Attachments

My Account

Profile

RFQ's/RFP's
Responded RFQ:0
Overdue RFQ:0

Responded RFP:16

Overdue RFP:6

Shopping Carts
Waivers
MS Licenses
Order Manager
RFQs/RFPs Admin View

start

2 Microsoft Offic... Tutorial Materials Microsoft PowerPo... Computer Hardwa...

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Canceling a RFP

The *Cancel* feature allows you to:

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

The contracting officers or contract specialists may both cancel RFPs

Cancel RFPs

- If you need to cancel a RFP

The screenshot shows a web browser window displaying the RFQ/RFP Manager interface. The browser address bar shows the URL: https://chess.army.mil/ascsp/commerce/rfq/rfpManager_customer.jsp. The page title is "RFQ/RFP".

The interface includes a navigation menu on the left with the following items:

- Other Links
- Army/DOD Policies
- CHES Events
- Government Employee Purchase Program
- IA Compliance
- Waivers
- RFQ/RFP

The main content area is divided into several sections:

- Create New Request**: A button at the top right.
- RFQs / RFPs**: A tabbed interface with "RFPs" selected. Navigation links include "Go to: RFP Responses From Vendors" and "Overdue RFPs".
- RFPs Sent To Vendors**: A section showing "None".
- RFP Responses From Vendors**: A section showing a list of responses. The first response is selected (checked).

<input checked="" type="checkbox"/>	Proposal ID:	RFP-6012606-100028-100045-6012590
	Program / Vendor / Contract:	ITES-2S / CACI ISS, INC. / W91QUZ-06-D-0020
	Proposal Name:	Dee's test
	Date Created:	2010-04-27
	Due Date:	2010-05-07
	Response Quote:	\$1.00
	Acknowledgement / Response:	Yes/Yes
	Total Amendments:	2

At the bottom of the RFP Responses section, there are three buttons: "Cancel RFP with vendor", "Delete from my display", and "Transfer to another user".

The browser status bar at the bottom indicates "Trusted sites | Protected Mode: Off" and "100%".

Canceling an RFP

Click on the link to your proposal details page. Look for the "Cancel" button on the bottom of that page.

Delete RFPs - Windows Internet Explorer

https://ches.army.mil/ascp/commerce/rfq/cancelRfp.jsp?status=resp&frm=customer&uid=151572&requestid=7163

File Edit View Favorites Tools Help

Delete RFPs

Welcome, Deidre Harris

Cancel RFPs

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

Select a reason for cancellation: * Submitted in Error

Cancel Confirm

RFPs to be Cancelled:

Proposal ID: RFP-6012606-100028-100045-6012590
Program/Vendor/Contract: ITE5-25 / CACI ISS, INC. / W91QUZ-06-D-0020
Proposal Name: Dee's test
Date Created: 2010-04-27 00:00:00.0

Cancel Confirm

Hardware
Software
Services
Consolidated Buy
CHES Training
Other Links
Army/DOD Policies
CHES Events
Government Employee Purchase Program
IA Compliance
Waivers
RFQ/RFP

Administration

My Account
RFQ's/RFP's
Responded RFQs: 0
Overdue RFQ: 0
Responded RFP: 1
Overdue RFP: 0
Shopping Carts
Waiver Tracker
MS Licenses

Trusted sites | Protected Mode: Off | 100%

8 Microsoft Office ... | 3 Internet Explorer | Document1 - Micros... | 2:22 PM

Canceling an RFP

Click on the link to your proposal details page. Look for the "Cancel" button on the bottom of that page.

The screenshot shows a web browser window titled "CHES IT e-mart RFQ/RFP - Windows Internet Explorer". The address bar shows the URL: https://ches.army.mil/ascp/commerce/rfq/rfpManager_customer.jsp. The page displays a list of proposals with the following details:

Proposal ID	Program/Vendor/Contract	Proposal Name	Date Created	Due Date	Response Quote	Acknowledgement/Response	Total Amendments
RFP-6022396-100028-100022-6022395	ITES-25 / NORTHROP GRUMMAN / W91QUZ-07-D-0005	Test	2011-03-02	2011-03-12	N/A	No/No	0
RFP-6022396-100028-100019-6022387	ITES-25 / LOCKHEED MARTIN / W91QUZ-06-D-0017	Test	2011-03-02	2011-03-12	N/A	No/No	0
RFP-6022396-100028-100015-6022380	ITES-25 / IBM / W91QUZ-06-D-0010	Test	2011-03-02	2011-03-12	N/A	No/No	0
RFP-6022396-100028-100014-6022384	ITES-25 / APPTIS INC. / W91QUZ-06-D-0014	Test	2011-03-02	2011-03-12	N/A	No/No	0

At the bottom of the list, there are two buttons: "Select All" and "Deselect All". Below these buttons are two main action buttons: "Cancel RFP with vendor" (highlighted in purple) and "Transfer to another user" (highlighted in green). At the bottom right of the page, there are links for "Go to: [RFPS Sent To Vendors](#) [Overdue RFPS](#)".

Canceling an RFP

Click on the link to your proposal details page. Look for the "Cancel" button on the bottom of that page.

The screenshot shows the ARMY CHES S website interface. The main content area is titled "Cancel RFPs" and contains the following text: "The RFPs listed below will be cancelled with the vendor. An email will be sent to each of the vendors informing them of the cancellation." Below this text is a dropdown menu labeled "Select a reason for cancellation:" with the selected option being "Submitted in Error". There are two buttons: "Cancel" and "Confirm".

The "RFPs to be Cancelled:" section lists the following details:

Proposal ID:	RFP-6022396-100028-100049-6022391
Program/Vendor/Contract:	ITES-25 / HARRIS IT SERVICES / W91QUZ-07-D-0001
Proposal Name:	Test
Date Created:	2011-03-02 13:18:34.0
Proposal ID:	RFP-6022396-100028-100048-6022392
Program/Vendor/Contract:	ITES-25 / PRAGMATICS, INC. / W91QUZ-07-D-0002
Proposal Name:	Test
Date Created:	2011-03-02 13:18:34.0
Proposal ID:	RFP-6022396-100028-100047-6022382
Program/Vendor/Contract:	ITES-25 / GENERAL DYNAMICS / W91QUZ-06-D-0012
Proposal Name:	Test
Date Created:	2011-03-02 13:18:34.0
Proposal ID:	RFP-6022396-100028-100046-6022386
Program/Vendor/Contract:	ITES-25 / SCIENCE APPLICATIONS INTERNATIONAL CORPORATION / W91QUZ-06-D-0016
Proposal Name:	Test

Canceling an RFP

Click on the link to your proposal details page. Look for the "Cancel" button on the bottom of that page.

The screenshot shows a web browser window displaying the CHES IT e-mart Request Manager interface. The browser address bar shows the URL: <https://ches.army.mil/asp/commerce/rfq/viewRFPDetails.jsp?viewed=true&rfpld=6022391&frm=customer&requestid=5891>. The page title is "CHES IT e-mart Request Manager".

The main content area displays the following information:

- Proposal ID:** RFP-6022396-100028-100049-6022391
- Order Number:** N/A
- Submitted to:** JTES-2S HARRIS IT SERVICES (W91QUZ-07-D-0001).
- Awarded to:** N/A
- Amendments:** This RFP has been amended 0 times.
- Requestor:**
 - Created By: Edith Parry
 - Phone: 703-806-3224
 - Email: edith.parry@us.army.mil
 - State, Zip: VA, 22060-0000
 - Agency / Activity: ARMY / PEO EIS
 - Role: Contracting Officer
- Customer:**
 - Name: Edith Parry
 - Phone: 703-806-3224
 - Email: edith.parry@us.army.mil
 - Organization: PEO EIS
 - Role: Technical
- Request:**
 - Created On: 2011-03-02
 - Due Date: 2011-03-12
 - Proposal ID: RFP-6022396-100028-100049-6022391
 - Proposal Name: Test
 - Proposal Details: This is a test
 - Attachments by Customer: None
- Vendor Response:** Vendor has not Responded yet.
- Tracking:**
 - Current Status: **Open**
 - Vendor Acknowledgement: Expected: 2011-03-04, Actual: N/A
 - Vendor Response: Expected: 2011-03-12, Actual: N/A

At the bottom of the page, there are three buttons: "Amend RFP", "Amendment History", and "Back To RFP Manager".

Vendor View/Response

Computer Hardware, Enterprise Software and Solutions it e-mart - RFP Manager Vendor - Windows Internet Explorer

https://chess.army.mil/ascp/commerce/rfq/rfpManager_vendor.jsp

File Edit View Favorites Tools Help

Computer Hardware, Enterprise Software and Solutio...

Information Assurance APL

More

- ▶ [Government Employee Purchase Program](#)
- ▶ [Army/DoD Standards, Policies](#)
- ▶ [SW Inventory](#)
- ▶ [Prospective Vendor FAQs](#)

RFPs From Customers

1 2 3 >>

Request Id: [RFP-1400033-100028-100045-1400021](#)

Program / Vendor / Contract: [Redacted]

Date Created: 2009-05-13

Expire Date: 2009-06-25

Due Date: 2009-05-28

Request Name: Vendor from marian - Test 1

Acknowledgement/Response: No/No

Response Quote: n/a

Total Amendments: 0

Request Id: [RFP-1400017-100028-100045-1400005](#)

Program / Vendor / Contract: [Redacted]

Date Created: 2009-05-13

Expire Date: 2009-06-25

Due Date: 2009-05-20

Request Name: W91QVN-09-R-0158-0002, Amendment #2

Acknowledgement/Response: Yes/No

Response Quote: n/a

Total Amendments: 0

Request Id: [RFP-1300017-100028-100045-1300005](#)

Program / Vendor / Contract: [Redacted]

Request Name: Service contract for APC Symmetra PX 20kW UPS

Acknowledgement/Response: [Redacted]

https://chess.army.mil/ascp/commerce/empPurchase/govtEmpPurchase.jsp

Internet 100%

start Computer Hardware, ... Document1 - Microsof...

10:46 AM

Once vendors log in, they will see a screen that looks similar to this, with links to the RFPs that contracting officers or contract specialists have posted.

A Vendor Responds to an RFP

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.

The screenshot shows a Windows Internet Explorer browser window displaying the Army CHESSE e-commerce portal. The address bar shows the URL: https://chess.army.mil/asp/commerce/rfq/responseToProposal.jsp?_requestid=15698. The page title is "Computer Hardware, Enterprise Software and Solutions it e-mart". The browser window shows the standard menu (File, Edit, View, Favorites, Tools, Help) and a search bar. The page content includes a navigation menu with "Browse" and "More" sections, a "Response to a Proposal" form, and a "My Account" sidebar. The "Response to a Proposal" form contains the following fields and options:

- No Bid:**
- Reference Number:** NONE
- Proposal Response and Comments*:** A large text area with a character count of 4000.
- Attach files:**
- Quote Grand Total (If applicable):** \$0.00
- Contact Information*:** A text area for providing contact details.

The "My Account" sidebar shows the user's profile information, including RFQ's/RFP's, New RFQ:30, Overdue RFQ:0, New RFP:13, and Overdue RFP:1. The Windows taskbar at the bottom shows the Start button, open applications (Computer Hardware, Document1 - Microsoft Office), and the system tray with the time 11:02 AM.

Response to Customers

When a vendor responds, the contracting officer or contract specialist receive an email alerting them to this update. It looks something like this:

From: no_reply@chess.army.mil [mailto:no_reply@chess.army.mil]
Sent: Wednesday, May 27, 200X 12:06 PM
To: Smith, John CTR USA
Subject: CHES

Your Request For Proposal has received a response on the CHES

<https://chess.army.mil/ascp/commerce/rfq/rfqManager.jsp>.

Thank you for using the CHES

A Customer Reviews Bids

As responses come in from vendors, the lower area in this tab box begins to populate with their responses.

The screenshot displays the ARMY CHESS RFP Manager Customer interface. The browser window title is "Computer Hardware, Enterprise Software and Solutions it e-mart - RFP Manager Customer - Windows Internet Explorer". The URL is "https://chess.army.mil/ascp/commerce/rfq/rfpManager_customer.jsp". The page header includes the ARMY CHESS logo, toll-free number 1 (888) 232-4405, and navigation tabs for Notebooks, Desktops, Servers, Printers, and Services. A search bar is present with a "Search" button and a "Product Catalog" dropdown. The main content area is titled "Request For Quote/Request For Proposal" and contains instructions for using the Request Manager to track requests. A "Create New Request" button is visible. Below the instructions are tabs for "RFQs" and "RFPs", with "RFPs" being the active tab. The left sidebar has a "Browse" section with links like "Entire Catalog", "No Cost Software", "Request Quote/Proposal", "Consolidated Buy", "Microsoft Licenses", "Software Enterprise Agreements", "Waivers", "Contracts and Contracting", "Army IT Conference", and "Information Assurance APL". Below that is a "More" section with links like "Government Employee Purchase Program", "Army/DoD Standards, Policies", "SW Inventory", and "Prospective Vendor FAQs". The right sidebar shows "My Cart" with 0 items and a total of \$0.00, and "My Account" with a profile section showing RFQ's/RFP's statistics: Responded RFQ:0, Overdue RFQ:0, Responded RFP:21, and Overdue RFP:4. The Windows taskbar at the bottom shows the start button and several open applications.

A Customer Reviews Bids

Computer Hardware, Enterprise Software and Solutions it e-mart - RFP Manager Customer - Windows Internet Explorer

https://chess.army.mil/ascp/commerce/rfq/rfpManager_customer.jsp

Request Id: [RFP-1800017](#)

Program / Vendor / Contract: ITES-... Request Name: The...

Date Created: 2009-05-15 Acknowledgement/Response: Yes/Yes

Expire Date: 2009-07-01 Response Quote: \$0.00 No Bid

Due Date: 2009-06-01 Total Amendments: 0

Request Id: [RFP-1800017](#)

Program / Vendor / Contract: ITES-... Request Name: The...

Expire Date: 2009-06-22 Response Quote: \$0.00 No Bid

Due Date: 2009-06-01 Total Amendments: 0

Delete selected closed RFPs

Expired RFPs

None

Create New Request

A Contracting Officer or Contract Specialist may delete RFP's that are no longer of interest.

Transferring a RFP

The *transfer* feature allows you to:

- *Transfer a 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 a RFP

The screenshot shows a web browser window titled "Transfer RFPs - Windows Internet Explorer" with the URL "https://chess.army.mil/ascp/commerce/rfq/transferRfp1.jsp?status=resp&frm=customer&uid=151572&requestid=8801". The page header includes "Army's designated 'primary source' for commercial IT" and "Customer Support: 1-888-232-4405 (Hours: 8-5 EST)". A search bar and navigation links (Home, Contact Us, Feedback, Help, Site Map) are present. A sidebar on the left lists categories: Hardware, Software, Services, Consolidated Buy, CHESS Training, Other Links, Army/DOD Policies, CHESS Events, Government Employee Purchase Program, IA Compliance, Waivers, and RFQ/RFP. Below this is an "Administration" section with links for "My Account", "RFQ's/RFP's", and "Shopping Carts". The main content area is titled "Transfer RFPs" and contains the following text: "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!". Below this is a form titled "Enter Assignee Information (case insensitive):" with four input fields: "Login contains", "E-mail contains", "Last Name contains", and "and/or, First Name contains". At the bottom of the form are three buttons: "<< Previous", "Cancel", and "Next >>". The browser status bar at the bottom shows "Trusted sites | Protected Mode: Off" and "100%".

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

Answer basic contracting questions regarding this requirement.

How a Customer Transfers a RFP

Transfer RFPs - Windows Internet Explorer

https://ches.army.mil/ascp/commerce/rfq/transferRfp1.jsp?status=resp&frm=customer&uid=151572&_requestid=8801

File Edit View Favorites Tools Help

Transfer RFPs

Army's designated "primary source" for commercial I I Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

Product Catalog Search GO Home | Contact Us | Feedback | Help | Site Map

Welcome, Deidre Harris

Hardware Software Services Consolidated Buy CHES Training Other Links Army/DOD Policies CHES Events Government Employee Purchase Program IA Compliance Waivers RFQ/RFP

Administration

My Account
RFQ's/RFP's
Responded RFQs: 0
Overdue RFQ: 0
Responded RFP: 1
Overdue RFP: 0
Shopping Carts

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 your 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 >>

Trusted sites | Protected Mode: Off 100%

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

Answer basic contracting questions regarding this requirement.

How a Customer Transfers a RFP

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

Transfer RFPs - Windows Internet Explorer
https://ches.army.mil/ascp/commerce/rfq/transferRfp2.jsp

File Edit View Favorites Tools Help

Transfer RFPs

ARMY CHES
COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS

My Account | Logout
Shopping Cart Items: 0
Customer Support: 1-888-232-4405
(Hours: 8-5 EST)

Product Catalog Search GO Home | Contact Us | Feedback | Help | Site Map

Welcome, Deidre Harris

Hardware
Software
Services
Consolidated Buy
CHES Training
Other Links
Army/DOD Policies
CHES Events
Government Employee Purchase Program
IA Compliance
Waivers
RFQ/RFP

Administration
My Account

Transfer RFPs

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

Select Assignee:

Harris, Deidre
deidre.harris@us.army.mil (Ph: 732-427-6785)
ARMY, PEO EIS

<< Previous Cancel Next >>

Done Trusted sites | Protected Mode: Off 100%

Answer basic contracting questions regarding this requirement.

How a Customer Transfers a RFP

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

The screenshot shows a web browser window titled "RFQ/RFP - Windows Internet Explorer" with the URL "https://chess.army.mil/ascp/commerce/rfq/rfpManager_customer.jsp". The page has a navigation menu on the left with categories like "Other Links" and "Administration". The main content area is titled "RFP Responses From Vendors" and shows a table with one entry. The entry details include: Proposal ID: RFP-6012606-100028-100045-6012590, Program/Vendor/Contract: ITES-2S / CACI ISS, INC. / W91QUZ-06-D-0020, Proposal Name: Dee's test, Date Created: 2010-04-27, Due Date: 2010-05-07, Response Quote: \$1.00, Acknowledgement/Response: Yes/Yes, and Total Amendments: 2. At the bottom of the entry, there are three buttons: "Cancel RFP with vendor", "Delete from my display", and "Transfer to another user".

Proposal ID:	RFP-6012606-100028-100045-6012590
Program/Vendor/Contract:	ITES-2S / CACI ISS, INC. / W91QUZ-06-D-0020
Proposal Name:	Dee's test
Date Created:	2010-04-27
Due Date:	2010-05-07
Response Quote:	\$1.00
Acknowledgement/Response:	Yes/Yes
Total Amendments:	2

Answer basic contracting questions regarding this requirement.

How a Customer Transfers a RFP

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

Transfer RFPs - Windows Internet Explorer
https://ches.army.mil/ascp/commerce/rfq/transferRfp3.jsp

File Edit View Favorites Tools Help

Transfer RFPs

ARMY CHES COMPUTER HARDWARE, ENTERPRISE SOFTWARE AND SOLUTIONS
Army's designated "primary source" for commercial IT

My Account | Logout
Shopping Cart Items: 0
Customer Support: 1-888-232-4405
(Hours: 8-5 EST)

Product Catalog Search GO Home | Contact Us | Feedback | Help | Site Map

Welcome, Deidre Harris
Text Size

Transfer RFPs

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

Transferring RFPs to user:

Harris, Deidre
Email: deidre.harris@us.army.mil (Ph: 732-427-6785)
ARMY, PEO EIS

Cancel Complete Transfer

Proposal ID:	RFP-6012606-100028-100045-6012590
Program/Vendor/Contract:	ITES-25 / CACI ISS, INC. / W91QUZ-06-D-0020
Proposal Name:	Dee's test
Date Created:	2010-04-27 00:00:00.0

Cancel Complete Transfer

Administration
My Account

Trusted sites | Protected Mode: Off 100%

Answer basic contracting questions regarding this requirement.

Questions



For information about using *it e-mart*,
contact the help desk toll free:

1 (888) 232-4405

For information about ITS-SB contracts and
vendors, please contact

Ms. Sophia Scott

Product Leader

Comm: 703-806-8439

DSN: 656-8439

Email: sophia.d.scott.civ@mail.mil

Mr. James "Keith" Copeland

Product Leader

Comm: 703-806-8234

DSN: 656-8234

Email: james.k.copeland1@us.army.mil