



**CIO-SP3**  
IT SERVICES/SOLUTIONS

**CIO-SP3**  
IT SERVICES/SOLUTIONS  
SMALL BUSINESS

**CIO-CS**  
IT COMMODITIES/SOLUTIONS

# NITAAC CIO-CS Customer User Guide

NITAAC Customer Support  
Phone: 1-888-773-6542  
Website: <https://nitaac.nih.gov>  
E-mail: [NITAACsupport@nih.gov](mailto:NITAACsupport@nih.gov)



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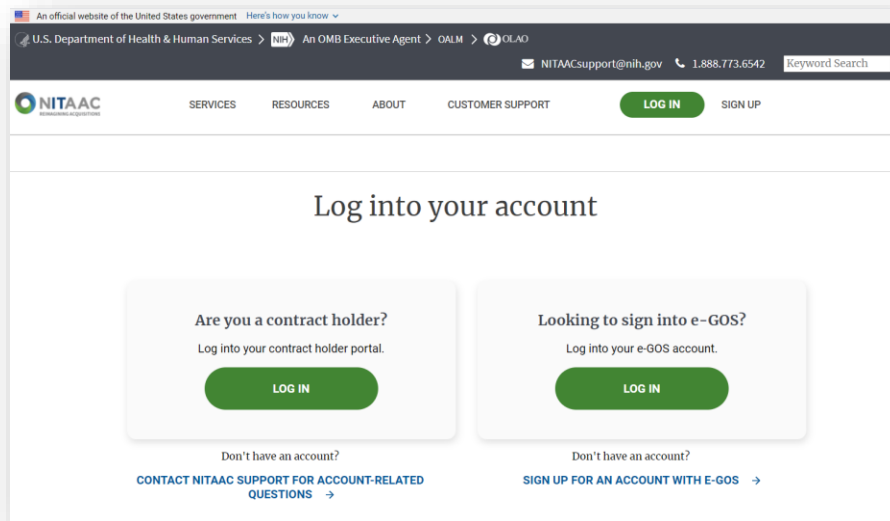
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Welcome to NITAAC CIO-CS! Government Customers across all federal agencies issue RFQs using CIO-CS for a wide variety of IT commodities and solutions at discounted prices

## New User Registration and Login

You must create a User Account prior to posting solicitations via the “Electronic Government Ordering System” (e-GOS). Follow steps 1 through 11 to successfully create an e-GOS account:

1. In your web browser, go to <https://nitaac.nih.gov/>
2. Click the “Log In” button to navigate to the “Log into your account” page.
3. On the right side of the screen, under “Don’t have an account?”, click “Sign up for an account with e-GOS.”



4. Enter your email address in the “New User” section and then click “Register”

Note: NIH Employees must check the box labeled “Yes, I am an NIH Employee”

Welcome to NITAAC's Electronic Government Ordering System (e-GOS) v. 4.1.4

**Existing Users**

Yes, I am an NIH Employee

Email

Password

[Forgot your password?](#)

Log In

**New Users**

Yes, I am an NIH Employee

Email

Register

5. Enter your Name and Title, then select the appropriate Department and Agency from the dropdown menu.

**Customer Information**

Salutation

Limit to 10 characters. Please Select Title ... ▾

First Name (Required)

Demo

Middle Name

Last Name (Required)

Customer

Position/Job Title

Contracting Officer

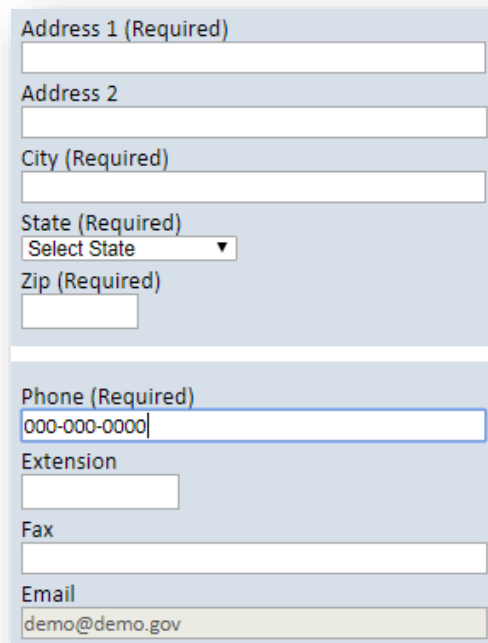
Organization (Required)

Department of Health and Human Services ▾

National Institutes of Health ▾

Office of the Director ▾

6. Enter Address and Contact Information.



Address 1 (Required)

Address 2

City (Required)

State (Required)  
Select State ▼

Zip (Required)

---

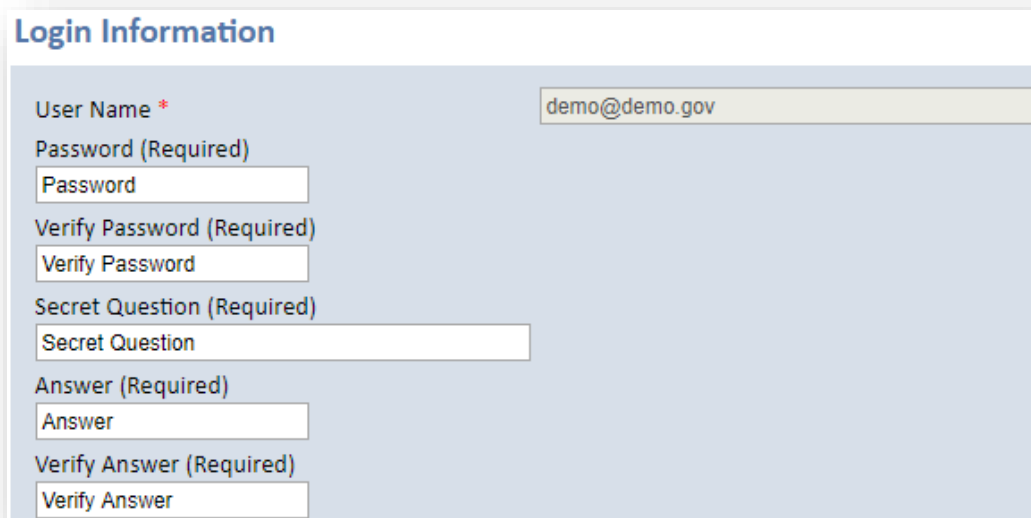
Phone (Required)  
000-000-0000

Extension

Fax

Email  
demo@demo.gov

7. Create a Password and Secret Question.



**Login Information**

User Name \*

Password (Required)

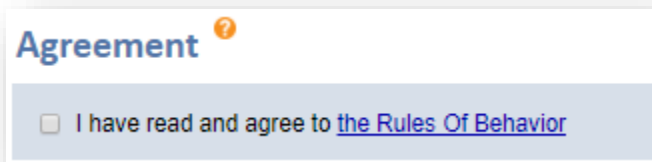
Verify Password (Required)


Secret Question (Required)

Answer (Required)

Verify Answer (Required)

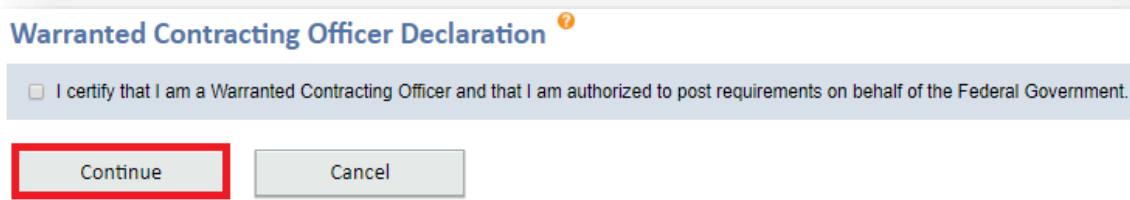
8. Read and agree to the Rules of Behavior by checking the box.




**Agreement** 

I have read and agree to [the Rules Of Behavior](#)

9. If you are a Warranted Contracting Officer, certify by checking the box and click “Continue.” Note: If you do not have a warrant, simply leave the box unchecked and click “Continue.”



**Warranted Contracting Officer Declaration** 

I certify that I am a Warranted Contracting Officer and that I am authorized to post requirements on behalf of the Federal Government.

**Continue** Cancel

10. Review all information provided for accuracy and click “Confirm” to finalize your registration.

Login / Verify Registration Information

First Name (Required)	Customer
Position/Job Title	
Organization (Required)	Department of Health and Human Services National Institutes of Health Office of the Director
Address 1 (Required)	6011 Executive Blvd
	Rockville
	MA
	20852
Phone (Required)	000-000-0000
Extension	
Fax	
Email	demo@demo.gov
Warranted CO?	User self-declared as Warranted Contracting Officer
<input type="button" value="Confirm"/> <input type="button" value="Edit"/>	

11. Once you click “Confirm” the system will direct you back to the e-GOS Log In Screen. Now you may enter your Email Address and Password in the “Existing Users” box and click “Log In”.

Users may also access the e-GOS Log In Screen by going to: <https://cio.egos.nih.gov/>

## e-GOS Dashboard

- ❖ e-GOS Dashboard provides Government Customers access to
  - create and release RFQs
  - report awards
  - view messages and actions
  - utilize tools and templates
- ❖ Users create Orders for IT Services, Commodities, and Solutions from the e-GOS Dashboard.
- ❖ In the ‘Orders’ table located at the bottom of the screen, Government Customers can view and sort their Orders by
  - ID
  - Title
  - Release Date
  - Q&A Deadline
  - Submission Deadline
  - Status
- ❖ The ‘Detail’ button provides specific information pertaining to the selected RFQ.



The screenshot shows the NITAAC e-GOS Dashboard. At the top, there are logos for NITAAC and three CIO categories: CIO-SP3 (IT Services/Solutions), CIO-SP3 Small Business (IT Services/Solutions), and CIO-CS (IT Commodities/Solutions). Contact information includes 1 (888) 773-6542 and NITAACsupport@nih.gov. Navigation links include Home, Customer Demo, My Profile, and Sign Out. The main dashboard area is divided into four columns: Strategic Solutions (with buttons for NITAAC-GSS, CIO-SP3, and CIO-CS), Messages & Actions (with links for RFP C-31025-O, RFP C-30007-SB, and RFP C-31101-8A), Tools and Templates (with buttons for SEARCH LABOR RATES and CIO-CS CATALOG SEARCH), and Announcements (with a link for Demo announcement). Below the dashboard is an Orders section with a search bar and a table of orders.

ID	Title	Release Date	Q&A Deadline	Submission Deadline	Status	Detail
<a href="#">CS-31381</a> RFQ	Untitled Department of Health and Human Services National Institutes of Health	Immediate	06/28/2021 05:00 PM	07/14/2021 05:00 PM	Definition	<a href="#">DETAIL</a>
<a href="#">CS-31380-SB</a> RFQ	Untitled Department of Health and Human Services National Institutes of Health	Immediate	06/23/2021 05:00 PM	07/09/2021 05:00 PM	Definition	<a href="#">DETAIL</a>
<a href="#">C-31379-8A</a> RFP	Untitled Department of Health and Human Services National Institutes of Health	Immediate	06/23/2021 05:00 PM	07/09/2021 05:00 PM	Definition	<a href="#">DETAIL</a>
<a href="#">C-31341-Q</a>	Untitled	Immediate	07/10/2019	07/26/2019	Approved	<a href="#">DETAIL</a>

- ❖ From the e-GOS Dashboard, select “RFQ” from the drop-down menu (located on the lower left side of your screen) under the heading “CIO-CS (Commodities & Solutions).”
- ❖ Click the “Create” button, and now there are only 3 easy steps remaining before issuing an RFQ.
  - Step 1: Define the RFQ
  - Step 2: Upload the File
  - Step 3: Release the RFQ

Dashboard ?

Print

**Strategic Solutions**

**NITAAC-GSS**

**Create Order**  
CIO-SP3  
CIO-SP3 Small Business  
(IT Services & Solutions) ?

RFP

**CREATE**

CIO-CS (Commodities & Solutions) ?

RFQ

**CREATE**

**Messages & Actions**

[Select Contract Holder for RFP C-31025-O](#)  
[Select Contract Holder for RFP C-30007-SB](#)  
[Select Contract Holder for RFP C-31101-8A](#)

**Announcements**

[Demo announcement, see our new FAQs](#)  
Aug 23, 2012

**Tools and Templates**

[NITAAC FAQs](#)  
[NITAAC Tools and Templates](#)  
[Search Small Businesses](#)  
[DOD DFARS Clauses](#)

Orders ?

Search:

ID	Title	Release Date	Q&A Deadline	Submission Deadline	Status	Detail
<a href="#">CS-31381</a> RFQ	Untitled Department of Health and Human Services National Institutes of Health	Immediate	06/28/2021 05:00 PM	07/14/2021 05:00 PM	Definition	<input type="button" value="DETAIL"/>
<a href="#">CS-31380-SB</a> RFQ	Untitled Department of Health and Human Services National Institutes of Health	Immediate	06/23/2021 05:00 PM	07/09/2021 05:00 PM	Definition	<input type="button" value="DETAIL"/>
<a href="#">C-31379-8A</a> RFP	Untitled Department of Health and Human Services National Institutes of Health	Immediate	06/23/2021 05:00 PM	07/09/2021 05:00 PM	Definition	<input type="button" value="DETAIL"/>
<a href="#">C-31341-O</a>	Untitled	Immediate	07/10/2019	07/26/2019	Archived	<input type="button" value="DETAIL"/>

## Issuing an RFQ

### Step 1: Define the RFQ

- ❖ On the RFQ Definition page, complete the required information associated with the RFQ. Use the scroll bar to maneuver down the page.
- ❖ Required fields include:
  - Title
  - Description
  - Points of Contact
  - Contractors Selection (Type of Contract Holders that will receive requirement notification)
  - Order Details (regulatory compliance)
  - Delivery Dates
  - Evaluation Method
  - Email Notifications
  - IGCEs
  - Shipping Information
  - Order Processing Scheduled (immediate or wait to ship)
  - Question Acceptance.
- ❖ “Is this an Assisted Acquisition?” is the last field on the Define page. If so, select “Yes.”
  - Note: “No” is already preselected because most Orders are not assisted acquisitions.
- ❖ Enter RFQ Title
- ❖ Enter brief description (1,000 characters or less) of what the Government Customer would like for the Contract Holders to know about the requirement at a glance.

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[Home](#) / [RFQ Definition](#)

### RFQ Definition (CIO-CS)

Define → Upload Files → Release

**Step 1**  
Enter the following required fields to begin your Request For Quote (RFQ) package:

Title (required)

Description (required)  
  
(Characters remaining: 1000)

**Points of Contact**

Contact Type	Primary Contact	Alternate Contact
Customer Purchasing Official A primary point of contact is required.	<a href="#">Click to Add...</a>	<a href="#">Click to Add...</a>
Customer COR	<a href="#">Click to Add...</a>	<a href="#">Click to Add...</a>

**Contractor Selection**

Which type of Contract Holder(s) would you like this requirement sent to?

Government Wide Strategic Solutions (GSS)  
\* Note: Only check the box for GSS if you are requesting quotes for either laptops and desktops per [OMB Category Management Policy 15-1](#) or NITAAC GSS Mac systems, tablets, and ruggedized devices. You may also review the Technical FAQs for the Category Management Policy 15-1. If your order is below 250K, you can make a direct purchase through our [GSS Catalog](#).

Original Equipment Manufacturers (OEMs)

Value Added Resellers (VARs)

- ❖ Determine the Contract Holder category by selecting “Original Equipment Manufacturer (OEM) or Value Added Reseller (VAR).” You also may select both categories if you prefer Full and Open Competition among all CIO-CS Contract Holders.
- ❖ If you choose to make the requirement a Small Business Set-aside, select “Yes” and if not select “No”.
- ❖ Note: Customers must select a reason for excluding Contract Holders from competition.

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[Home](#) / RFQ Definition

### RFQ Definition (CIO-CS)

Define → 
 Upload Files → 
 Release

#### Contractor Selection ?

Which type of Contract Holder(s) would you like this requirement sent to?

Government Wide Strategic Solutions (GSS)  
\* Note: Only check the box for GSS if you are requesting quotes for either laptops and desktops per [OMB Category Management Policy 15-1](#) or NITAAC GSS Mac systems, tablets, and ruggedized devices. You may also review the Technical FAQs for the Category Management Policy 15-1. If your order is below 250K, you can make a direct purchase through our [GSS Catalog](#).

Original Equipment Manufacturers (OEMs)

Value Added Resellers (VARs)

---

Would you like to set this requirement aside for small businesses?

Yes  No

---

Select one category to set this requirement aside for.

Small Business (SB)     8(a)     HUBZone     Service-Disabled Veteran-Owned Small Business (SDVOSB)

Economically Disadvantaged Women-Owned Small Business (EDWOSB)

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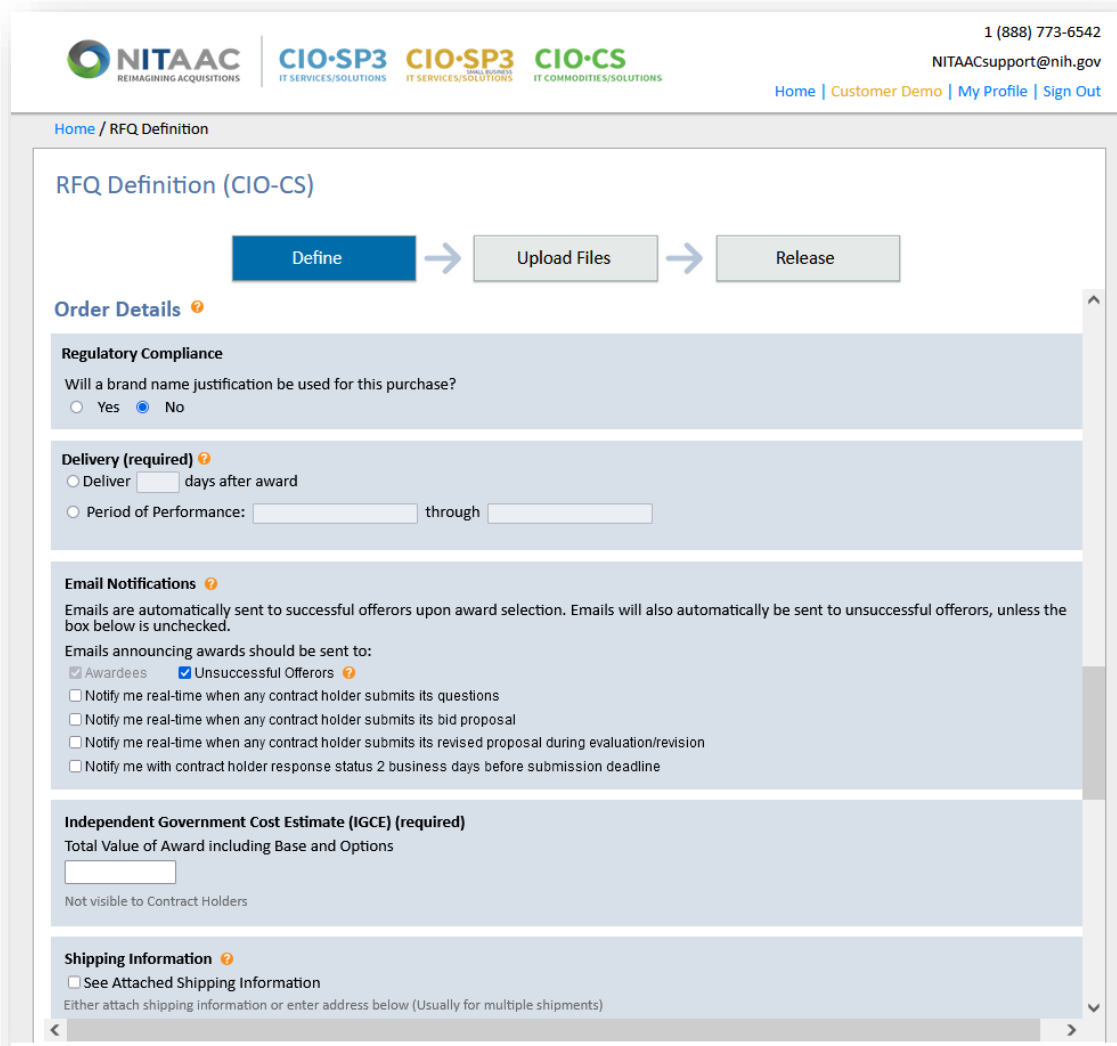
**Contract Holders Found: 65**

Select All/De-Select All Contractors

<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> ADVANCED COMPUTER CONCEPTS, INC. (EDWOSB)</li> <li><input checked="" type="checkbox"/> AKIRA TECHNOLOGIES, INC. (HUBZone and 8(a))</li> <li><input checked="" type="checkbox"/> ALVAREZ &amp; ASSOCIATES, LLC (SDVOSB)</li> <li><input checked="" type="checkbox"/> BLUE TECH INC. (HUBZone, EDWOSB)</li> <li><input checked="" type="checkbox"/> CDW GOVERNMENT LLC (Other than SB)</li> <li><input checked="" type="checkbox"/> COUNTERTRADE PRODUCTS, INC. (Women-Owned Small Business)</li> <li><input checked="" type="checkbox"/> DISYS SOLUTIONS, INC. (SB)</li> <li><input checked="" type="checkbox"/> DYNAMIC SYSTEMS, INC. (Women-Owned Small Business)</li> <li><input checked="" type="checkbox"/> EN-NET SERVICES, L.L.C. (SB)</li> <li><input checked="" type="checkbox"/> FEDSTORE CORPORATION (SDVOSB)</li> <li><input checked="" type="checkbox"/> FOUR POINTS TECHNOLOGY, L.L.C. (SDVOSB)</li> <li><input checked="" type="checkbox"/> GOVCONNECTION, INC. (Other than SB)</li> <li><input checked="" type="checkbox"/> GOVPLACE (SB)</li> <li><input checked="" type="checkbox"/> HEWLETT-PACKARD COMPANY (Other than SB)</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> AFFIGENT, LLC (SB)</li> <li><input checked="" type="checkbox"/> ALL POINTS LOGISTICS, LLC (Other than SB)</li> <li><input checked="" type="checkbox"/> ANACAPA MICRO PRODUCTS, INC. (HUBZone)</li> <li><input checked="" type="checkbox"/> CAS SEVERN, INC. (SB)</li> <li><input checked="" type="checkbox"/> COMPUTER MARKETING ASSOCIATES, INC. (SB)</li> <li><input checked="" type="checkbox"/> DELL FEDERAL SYSTEMS L.P. (Other than SB)</li> <li><input checked="" type="checkbox"/> DLT SOLUTIONS, LLC (Other than SB)</li> <li><input checked="" type="checkbox"/> EMERGENT, LLC (Other than SB)</li> <li><input checked="" type="checkbox"/> FCN, INC. (Women-Owned Small Business)</li> <li><input checked="" type="checkbox"/> FORCE 3, INC. (Other than SB)</li> <li><input checked="" type="checkbox"/> FUTRON, INCORPORATED (SB)</li> <li><input checked="" type="checkbox"/> GOVERNMENT ACQUISITIONS, INC. (SDVOSB)</li> <li><input checked="" type="checkbox"/> GOVSMART, INC. (HUBZone and 8(a))</li> <li><input checked="" type="checkbox"/> IDEAL SYSTEM SOLUTIONS, INC. (HUBZone, EDWOSB)</li> </ul>
---	---

- ❖ Select “Yes” or “No” if there will be a Brand Name Justification used for this purchase.
- ❖ Delivery or Period of Performance: If “Delivery” is selected, enter the number of days that the Contract Holder has to deliver products after receiving their award. Selecting “Period of Performance” will require a start and end date for the award.

- ❖ System generated email notification are sent to Awardees. Notifications will also be sent to all “unsuccessful offerors” if the “Unsuccessful Offerors” box is “Not” deselected during this step.
- ❖ An IGCE is required for all RFQs (Not visible to Contract Holders).
- ❖ Required Shipping Information: Enter Shipping Information in the designated fields or you may upload the required information as an attachment.
  - Note: Customers may ship products to multiple locations, if needed.



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[Home](#) / RFQ Definition

### RFQ Definition (CIO-CS)

Define → Upload Files → Release

#### Order Details

**Regulatory Compliance**

Will a brand name justification be used for this purchase?

Yes  No

**Delivery (required)**

Deliver  days after award

Period of Performance:  through

**Email Notifications**

Emails are automatically sent to successful offerors upon award selection. Emails will also automatically be sent to unsuccessful offerors, unless the box below is unchecked.

Emails announcing awards should be sent to:

Awardees  Unsuccessful Offerors

Notify me real-time when any contract holder submits its questions

Notify me real-time when any contract holder submits its bid proposal

Notify me real-time when any contract holder submits its revised proposal during evaluation/revision

Notify me with contract holder response status 2 business days before submission deadline

**Independent Government Cost Estimate (IGCE) (required)**

Total Value of Award including Base and Options

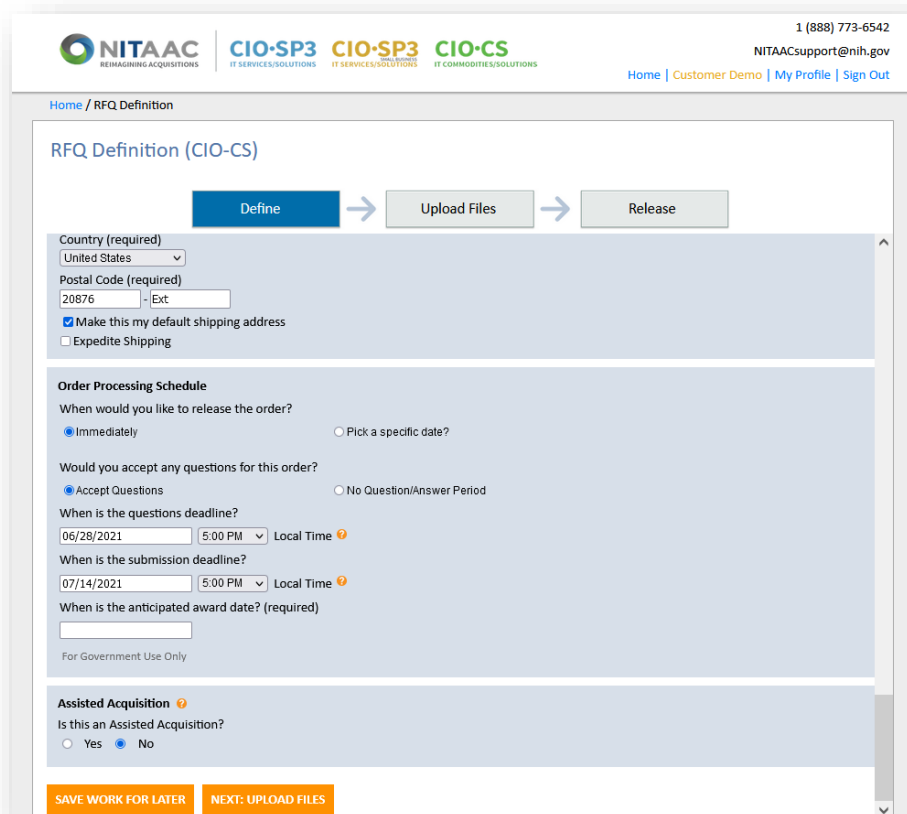
Not visible to Contract Holders

**Shipping Information**

See Attached Shipping Information

Either attach shipping information or enter address below (Usually for multiple shipments)

- ❖ Determine when the order should be released by selecting “Immediately” or “Pick a Specific Date”. If “Pick Specific Date” is selected provide the date and time in appropriate fields.
- ❖ Will you accept questions for this order? Select “accept questions” or “No Question/Answer Period.” If “Accept Questions” is selected provide the questions Deadline Date and Time.
- ❖ Submission Deadline: Enter Date and Time.
- ❖ Anticipated Award Date: Enter Date and Time.
- ❖ Is this an “Assisted Acquisition Requirement?” Select “Yes” or “No”.
- ❖ After entering all required information, select ‘Next: Upload Files’ to move to ‘Step 2’ in the process.
- ❖ Select “Save Work for Later” if you choose to complete your RFQ later.



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Home / RFQ Definition

RFQ Definition (CIO-CS)

Define → Upload Files → Release

Country (required)  
United States

Postal Code (required)  
20876 - Ext

Make this my default shipping address  
 Expedite Shipping

**Order Processing Schedule**  
When would you like to release the order?  
 Immediately  Pick a specific date?

Would you accept any questions for this order?  
 Accept Questions  No Question/Answer Period

When is the questions deadline?  
06/28/2021 5:00 PM Local Time

When is the submission deadline?  
07/14/2021 5:00 PM Local Time

When is the anticipated award date? (required)

For Government Use Only

**Assisted Acquisition**  
Is this an Assisted Acquisition?  
 Yes  No

SAVE WORK FOR LATER NEXT: UPLOAD FILES

## Step 2: Upload Files

- ❖ Upload associated files (if applicable):
  - Specification/requirements document
  - Supporting documents
  - Shipping address document
- ❖ Select a 'Document Type' from the drop-down menu and enter the Document Title.
- ❖ Click 'Browse' and select document to be attached.
- ❖ Click 'Add Document' to attach to the RFQ.
- ❖ Select 'Next: Release' to move to 'Step 3' in the process.

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Home / RFQ Definition

RFQ Definition (CIO-CS) CS-31382

Define → Upload Files → Release

Step 2  
You may add as many files as necessary to define this RFQ.

Document Type  
Select

Document Title (required)

File Upload  
Browse... No file selected.

ADD DOCUMENT  
Files will be listed below.

Document(s) VISIBLE to Contractors

Files	Title	Document Type	Remove
No documents attached.			

Document(s) HIDDEN from Contractors

Files	Title	Document Type	Remove
No documents attached.			

SAVE WORK FOR LATER NEXT: RELEASE



## Step 3: Release the RFQ

- ❖ On the RFQ Release page the user has an opportunity to review all RFQ information that was entered. The user may also click “Save Work for Later “or “Delete” RFQ, if necessary.
- ❖ By clicking “Release” the user will release the RFQ to all eligible CIO-CS Contract Holders.

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Home / RFQ Definition

RFQ Definition (CIO-CS) CS-31382

Define → Upload Files → **Release** Print

**Step 3**  
Your order is ready to be released to contract holders.

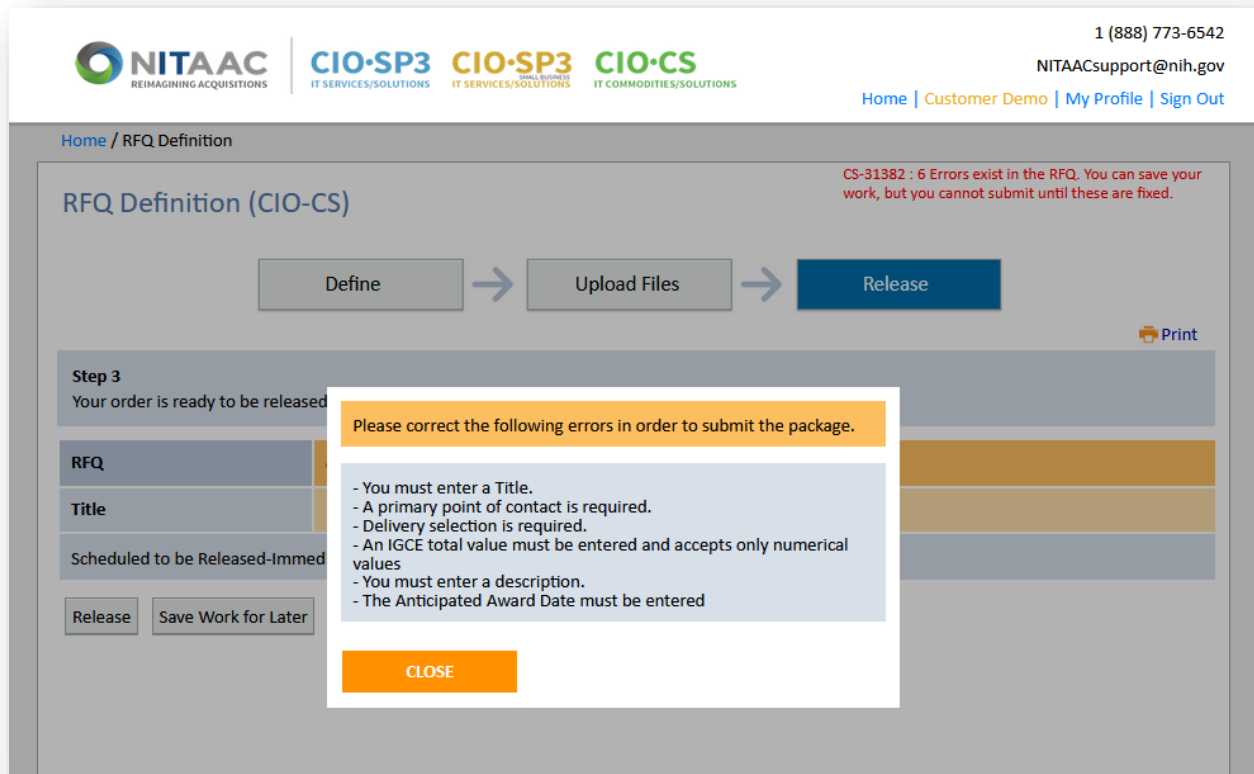
RFQ	CS-31382
Title	

Scheduled to be Released-Immediately

**Release** Save Work for Later Review Delete

## RFQ Errors

- ❖ If required data is missing from the RFQ, the system will generate an alert.
- ❖ Click ‘Close’ to close the alert box and update the required information fields.



The screenshot displays the NITAAC RFQ Definition (CIO-CS) interface. At the top, there are logos for NITAAC, CIO-SP3, CIO-SP3 SMALL BUSINESS, and CIO-CS. Contact information for NITAAC is provided: 1 (888) 773-6542 and NITAACsupport@nih.gov. Navigation links include Home, Customer Demo, My Profile, and Sign Out. The main content area shows the RFQ Definition process with steps: Define, Upload Files, and Release. A red alert message states: "CS-31382 : 6 Errors exist in the RFQ. You can save your work, but you cannot submit until these are fixed." An error alert box is overlaid on the interface, containing the following text: "Please correct the following errors in order to submit the package." followed by a list of errors: "- You must enter a Title.", "- A primary point of contact is required.", "- Delivery selection is required.", "- An IGCE total value must be entered and accepts only numerical values", "- You must enter a description.", and "- The Anticipated Award Date must be entered". A "CLOSE" button is located at the bottom of the alert box. The interface also shows a "Print" button and a "Step 3" section with the text "Your order is ready to be released".

## RFQ Review

- ❖ To review all information that has been entered, click on 'Review'. Use the scroll bar on the right of the screen to scroll through the RFQ details.

RFQ Definition (CIO-CS)

Define → Upload Files → **Release**

Print

**Step 3**  
Your order is ready to be released to contract holders.

RFQ	CS-31387
Title	

Scheduled to be Released-Immediately

Release Save Work for Later **Review** Delete

RFQ Definition (CIO-CS)

Print

Title		
Description		

**Points of Contact**

Contact Type	Primary Contact	Alternate Contact
Customer Purchasing Official	Not Provided	Not Provided
Customer COR	<a href="#">Click to Add...</a>	<a href="#">Click to Add...</a>

**UPDATE POC(S)**

**Contract Information**

Contract	CIO-CS
----------	--------

- ❖ To delete the RFQ from e-GOS, select ‘Delete’.
- ❖ The system generates the ‘Delete Confirmation’ verifying that you want to delete the request package.
- ❖ If you want to delete the RFQ from e-GOS, click ‘Delete’. If not, click ‘Change’.

The screenshot shows the NITAAC CIO-CS web interface. At the top, there are logos for NITAAC, CIO-SP3, and CIO-CS, along with contact information: 1 (888) 773-6542 and NITAACsupport@nih.gov. Navigation links include Home, Customer Demo, My Profile, and Sign Out. The main content area is titled 'RFQ Definition (CIO-CS)' with the ID 'CS-31383'. A process flow shows 'Define' (grey), 'Upload Files' (blue), and 'Release' (blue) buttons. A 'Print' icon is also present. Below this, a 'Step 3' notification states 'Your order is ready to be released to contract holders.' A table lists RFQ details: RFQ ID 'CS-31383', Title 'Delete Confirmation', and Scheduled to be Released. A 'Delete Confirmation' dialog box is overlaid on the table, containing the text: 'You have elected to delete this request package. By deleting this request package, your request package will be completely removed from e-GOS.' Below the dialog, there are 'Release' and 'Save Work for l' buttons, and a confirmation question: 'Are you sure you want to delete this request package?'. At the bottom of the dialog are two orange buttons: 'DELETE' and 'CHANGE'.

## Receiving Quotes

- ❖ Government Customers receive quotes for IT products from interested and qualified Contract Holders via their e-GOS Dashboard.
- ❖ Click the RFQ Order Number hyperlink located under the “ID” heading to view detailed order information.

The screenshot shows the NITAAC e-GOS Dashboard. At the top, there are logos for NITAAC, CIO-SP3, and CIO-CS, along with contact information: 1 (888) 773-6542 and NITAACsupport@nih.gov. Navigation links include Home, Customer Demo, My Profile, and Sign Out.

The dashboard is divided into several sections:

- Strategic Solutions:** Includes a 'NITAAC-GSS' button, a 'Create Order' section for CIO-SP3 (IT Services & Solutions) with an 'RFP' dropdown and 'CREATE' button, and a 'Create Order' section for CIO-CS (Commodities & Solutions) with an 'RFQ' dropdown and 'CREATE' button.
- Messages & Actions:** Lists actions like 'Select Contract Holder for RFP C-31025-0' and 'Show All'.
- Announcements:** Features a 'Demo announcement, see our new FAQs' dated Aug 23, 2012.
- Tools and Templates:** Includes buttons for 'SEARCH LABOR RATES' and 'CIO-CS CATALOG SEARCH', and links for 'NITAAC FAQs', 'NITAAC Tools and Templates', 'Search Small Businesses', and 'DOD DFARS Clauses'.
- Orders:** A table with columns: ID, Title, Release Date, Q&A Deadline, Submission Deadline, Status, and Detail. A search bar shows '30521'. The first row is highlighted with a red box:
 

ID	Title	Release Date	Q&A Deadline	Submission Deadline	Status	Detail
<a href="#">CS-30521</a> RFQ	<b>RFQ - Laptops</b> Department of Health and Human Services National Institutes of Health	05/05/2015 01:00 PM	03/03/2020 12:00 AM	03/06/2020 12:00 AM	Evaluation	<a href="#">DETAIL</a>

At the bottom of the Orders section, there is a link 'Export Orders to File (.csv)' and pagination controls showing '1-1 of 1'.

- ❖ Click on ‘Summary’ to view all information pertaining to the selected order.

IT SERVICES/SOLUTIONS

IT SERVICES/SOLUTIONS  
SMALL BUSINESS

IT COMMODITIES/SOLUTIONS

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## Delivery Order

CS-30521 (Evaluation)

Summary

Compete

Documents

Review

[Print](#)

Title	RFQ - Laptops	
Description	RFQ Demo	

### Points of Contact

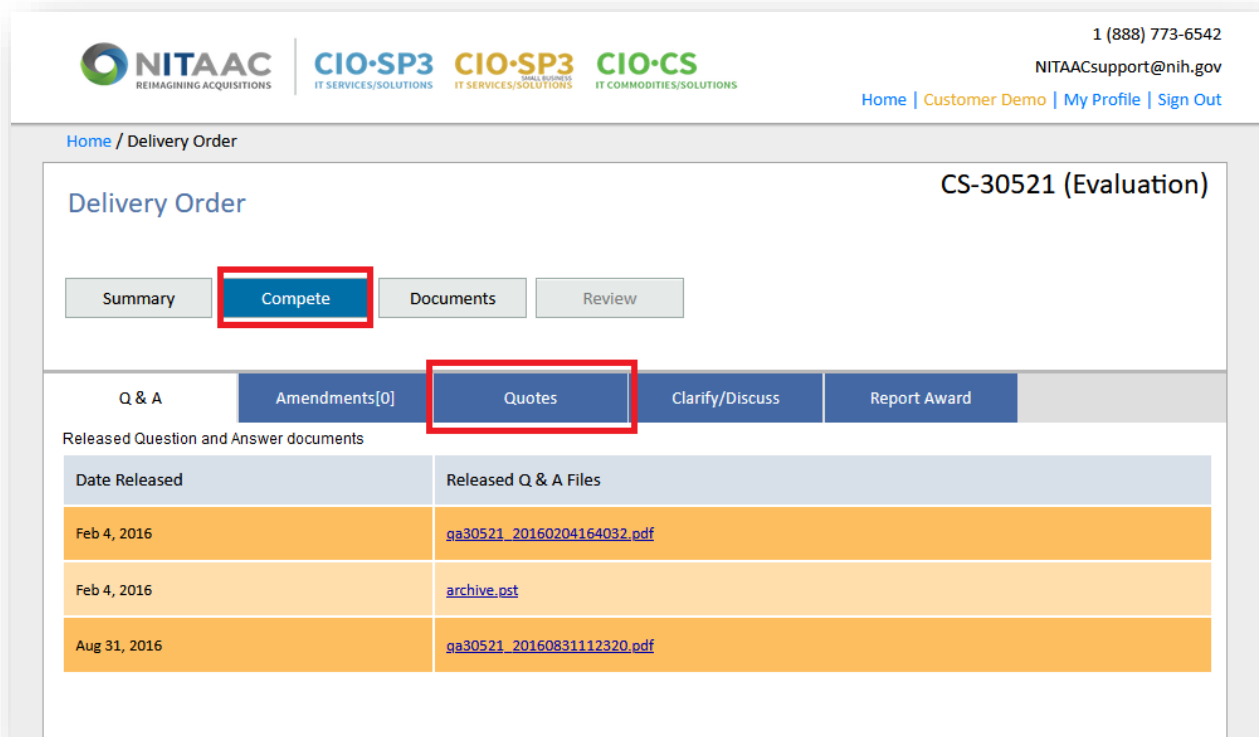
Contact Type	Primary Contact	Alternate Contact
Customer Purchasing Official	Customer Demo Phone: 555-555-1234 Email: Customer.demo@demo.gov	Ms. Customer3 Demo Phone: 301-555-2345 Email: customer_CS@demo.gov
Customer COR	<a href="#">Click to Add...</a>	<a href="#">Click to Add...</a>

UPDATE POC(S)

### Contract Information

Contract	CIO-CS
Competition	OEMs & VARs
Released to:	3 Contract Holder(s)
Fair Opportunity?	No Reason: None Justification: Contract Holder(s): 3 Contract Holder(s)

- ❖ Click on ‘Compete’ to access the following screens: Q&A, Amendments, Quotes, Clarify/Discuss and Report Award.
- ❖ Click on “Q&A” to view all released question and answer documents.



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Delivery Order CS-30521 (Evaluation)

Summary **Compete** Documents Review

Q & A Amendments[0] **Quotes** Clarify/Discuss Report Award

Released Question and Answer documents

Date Released	Released Q & A Files
Feb 4, 2016	<a href="#">ga30521_20160204164032.pdf</a>
Feb 4, 2016	<a href="#">archive.pdf</a>
Aug 31, 2016	<a href="#">ga30521_20160831112320.pdf</a>

- ❖ Click on ‘Quotes’ to view all submitted quotes.
- ❖ Government Customers may view quotes, quote status and other details from all proposing Contract Holders. The Government Customer may also view ‘no-bids’ received and the Contract Holder’s reasons for not participating.
- ❖ The Government Customer also has the ability to download a ‘Zip File’ to include all documents associated with the selected quotes.

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## Delivery Order CS-30521 (Evaluation)

Summary **Complete** Documents Review

Q & A Amendments[0] Quotes **Clarify/Discuss** Report Award print

### Quotes Information

This RFQ was released to 3 Contract Holder(s) on Tuesday, May 5, 2015 1:00 PM Local Time.  
The Q&A period ended on Tuesday, March 3, 2020 12:00 AM Local Time. The RFQ closed on Friday, March 6, 2020 12:00 AM Local Time.

Quotes Received:	1
Quotes In-Progress:	0

The following table lists all the quotes that were received and the quotes that are still in progress.

Contract Holder (Contract #)	Primary Contact	Date Received	Quote Good Until	Business Type	Total Price	Revision Deadline	<input type="checkbox"/>
<a href="#">Wizard CIOCS</a> HHSN316201500003W	Wizard PM, neos.testcs@gmail.com, 111-111-1111	05/06/2015 00:20 PM	05/20/2015	0	\$502.50		<input type="checkbox"/>

**ZIP THE DOCUMENTS FOR THE SELECTED QUOTES**

(In a Windows environment, please use a zip software tool like WinZip or 7-Zip in order to open this zip file.)

Number of No-Bids:	0
--------------------	---

The following table lists all the no-bids that were submitted.

Contract Holder (Contract #)	No-Bid Reason Selected	No-Bid Comment
------------------------------	------------------------	----------------

- ❖ The Government Customer can view specific details for each quote by clicking on the Contract Holder’s hyperlink located below the ‘Contract Holder (Contract #)’ heading.
  - Quote details include CLIN level information and contractor details.



- ❖ Clicking on 'Back to Review Quotes' will take the user back to the full list of quotes.

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## Delivery Order CS-30521 (Evaluation)

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Report Award

BACK TO REVIEW QUOTES
 print

### Wizard CIOCS

Primary Contact	Wizard PM neos.testcs@gmail.com 111-111-1111					
Alternate Contact	Pouya Dehnadipourya@apexlogic.com3017171655					
Date Received	2015 May 6					
Quote Good Until	05/20/2015					
Total Price (Including NCAF)	\$502.50					
Unapproved New CLIN(s)						
Comments	My comments.					

[CLICK TO VIEW MORE DETAILS OF CLINS](#)

Contract Holder CLIN #	Manufacturer	Product Title	CIO-CS Price	Quantity	Quote Price	Total Price
CL0028	Part #:	<a href="#">Microsoft Azure Storage</a>	\$500.00 Authorized to Sell:	1	\$500.00	\$500.00
Expedited Shipping Charges						\$0.00
<b>Total</b>						<b>\$500.00</b>

## Awarding and Reporting

- ❖ Click on ‘Complete’
- ❖ Click on ‘Report Award’ to report the award.
- ❖ To select awardee, click the “Check Box” next to the Awardee Name.
  - Note: Email will be automatically sent to awardee and unsuccessful offerors unless the “Unsuccessful Offerors” box is deselected.

CIO-SP3  
IT SERVICES/SOLUTIONS

CIO-SP3  
SMALL BUSINESS  
IT SERVICES/SOLUTIONS

CIO-CS  
IT COMMODITIES/SOLUTIONS

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Amendments[0]

Quotes

Clarify/Discuss

Report Award

**Award Decision** print

**Important Note:** if there are multiple awardees, check the box for 1 awardee, fill out all relevant information for that awardee (Award Date, Order Number, Total Award Amount and Attach Award Document), and then click "Save For Later". Then check the box for the next awardee, fill out all relevant information for that awardee, and then click "Save For Later" Continue this for each awardee until all awardees' information has been entered. Then click "Save and Continue".

<b>Title</b>	CS-30521: RFQ - Laptops
<b>Select Awardee(s):</b>	<input checked="" type="checkbox"/> Wizard CIOCS
<b>Award Date</b>	<input type="text" value="06/17/2021"/>

**Points of Contact**

Points of Contact	Primary Contact	Alternate Contact
Customer Purchasing Official	Customer Demo <span style="float: right; font-size: 0.8em;">[Change] [X]</span> Phone: 555-555-1234 Email: Customer.demo@demo.gov	Ms. Customer3 Demo <span style="float: right; font-size: 0.8em;">[Change] [X]</span> Phone: 301-555-2345 Email: customer_CS@demo.gov
Customer COR	<a href="#">Click to Add...</a>	<a href="#">Click to Add...</a>

Emails are automatically sent to successful offerors upon award selection. Emails will also automatically be sent to unsuccessful offerors, unless the box below is unchecked.

Emails announcing awards should be sent to:

Awardees
  Unsuccessful Offerors ?

SAVE FOR LATER

SAVE AND CONTINUE

- ❖ Government Customer attach award document and any supporting documents associated with the award.
- ❖ Enter date
- ❖ After all selections have been made and required information has been entered select the ‘Save and Continue’ button.

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## Delivery Order

## CS-30521 (Evaluation)

Summary

Complete

Documents

Review

Q & A

Amendments[0]

Quotes

Clarify/Discuss

Report Award

### Award Decision print

**Important Note:** If there are multiple awardees, check the box for 1 awardee, fill out all relevant information for that awardee (Award Date, Order Number, Total Award Amount and Attach Award Document), and then click "Save For Later". Then check the box "for the next awardee, fill out all relevant information for that awardee, and then click "Save For Later" Continue this for each awardee until all awardees' information has been entered. Then click "Save and Continue".

<b>Title</b>	CS-30521: RFQ - Laptops
<b>Select Awardee(s):</b>	<input checked="" type="checkbox"/> Wizard CIOCS
<b>Award Date</b>	<input style="width: 80%;" type="text"/>

### Points of Contact

Points of Contact	Primary Contact	Alternate Contact
Customer Purchasing Official	Customer Demo <span style="float: right;">[Change] [X]</span> Phone: 555-555-1234 Email: Customer.demo@demo.gov	Ms. Customer3 Demo <span style="float: right;">[Change] [X]</span> Phone: 301-555-2345 Email: customer_CS@demo.gov
Customer COR	<a href="#">Click to Add...</a>	<a href="#">Click to Add...</a>

Emails are automatically sent to successful offerors upon award selection. Emails will also automatically be sent to unsuccessful offerors, unless the box below is unchecked.

Emails announcing awards should be sent to:

Awardees
  Unsuccessful Offerors

SAVE FOR LATER

SAVE AND CONTINUE

- ❖ The Government customer can then review all information.
- ❖ Select the Submit Award button to submit the award to NITAAC and notify Awardees.

**Points of Contact**

Points of Contact	Primary Contact	Alternate Contact
Customer Purchasing Official	Miss Govworker Customer Phone: 30188312 Email: co1@abc.gov	
Customer COR		

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**Contract Holder Awardees**

Example Contractor  
(HHSN263999900464)

Award Document:	<a href="#">J_8_Sample_20.xlsx</a>
Supporting Document(s):	None
Order Number:	111111111111111
Total Award Amount:	\$23,000.00
Delivery Date:	05/01/2015

↓

- ❖ Note: If the Government Customer does not select the awardee in e-GOS within 3 months after the close date, NITAAC will contact the customer and offer assistance.

## Summary

Step	CIO-CS Process	Purpose
1	New User Registration and Login	The Government customer creates a username and password, and logs into the Electronic Government Operating System (e-GOS).
2	Issuing a Request for Quote (RFQ)	The Government customer issues a RFQ to procure products for their IT needs.
3	Receiving quotes	The Government customer receives quotes for IT products from interested and qualified Contract Holders.
4	Evaluating quotes and awarding a DO, and reporting the award	The Government customer reviews and evaluates the received quotes and makes a Delivery Order (DO) award. With that action, e-GOS reports the award to NITAAC, and any DO modifications after award.