NITAAC
CIO-CS
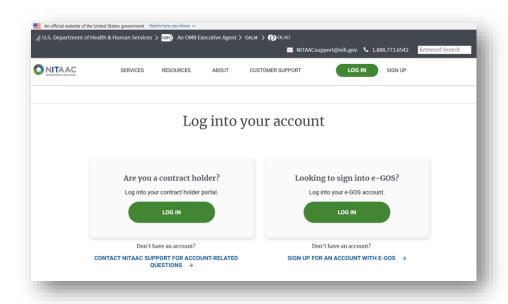# Customer User Guide

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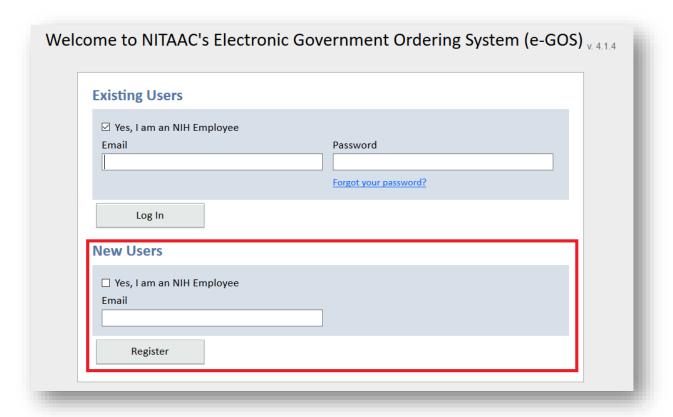
   Note: NIH Employees must check the box labeled "Yes, I am an NIH Employee"

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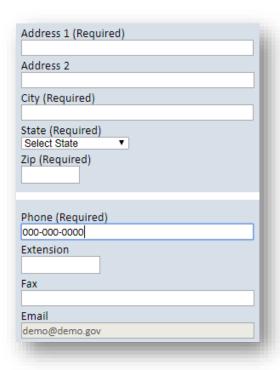
6. Enter Address and Contact Information.
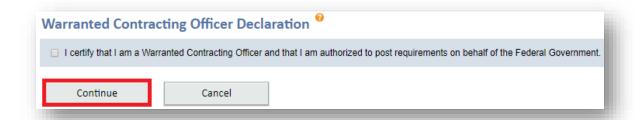

7. Create a Password and Secret Question.

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

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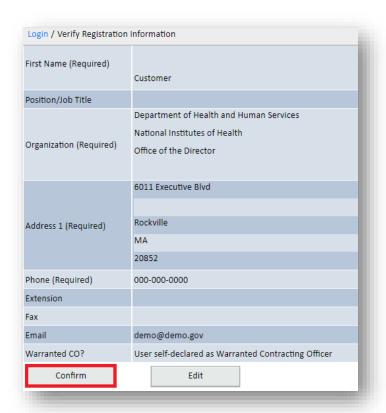
10. Review all information provided for accuracy and click "Confirm" to finalize your registration.

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

　　o create and release RFQs

　　o report awards

　　o view messages and actions

　　o 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

　　o ID

　　o Title

　　o Release Date

　　o Q&A Deadline

　　o Submission Deadline

　　o Status

❖ The 'Detail' button provides specific information pertaining to the selected RFQ.

- ❖ 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)."
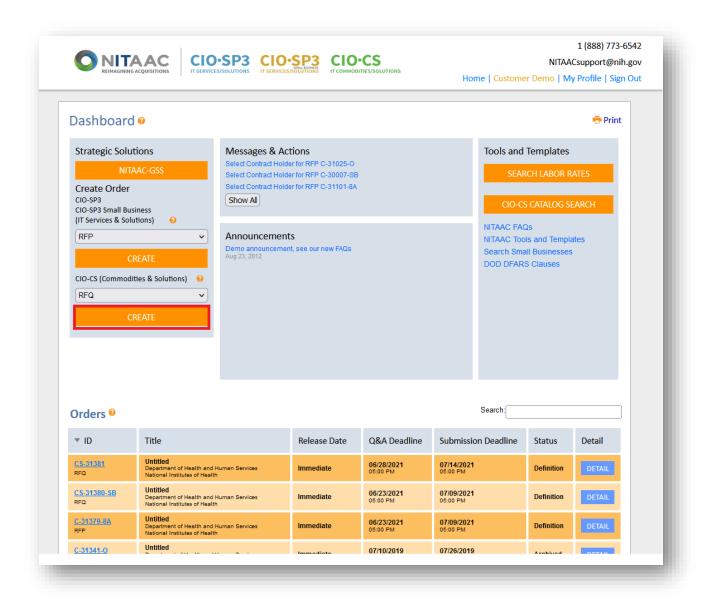- ❖ Click the "Create" button, and now there are only 3 easy steps remaining before issuing an RFQ.
  - o Step 1: Define the RFQ
  - o Step 2: Upload the File
  - o Step 3: Release the RFQ

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
[Show All]

Announcements
Demo announcement, see our new FAQs
Aug 23, 2012

Tools and Templates

[SEARCH LABOR RATES]

[CIO-CS CATALOG SEARCH]

NITAAC FAQs
NITAAC Tools and Templates
Search Small Businesses
DOD DFARS Clauses

Orders ❓   Search:[   ]

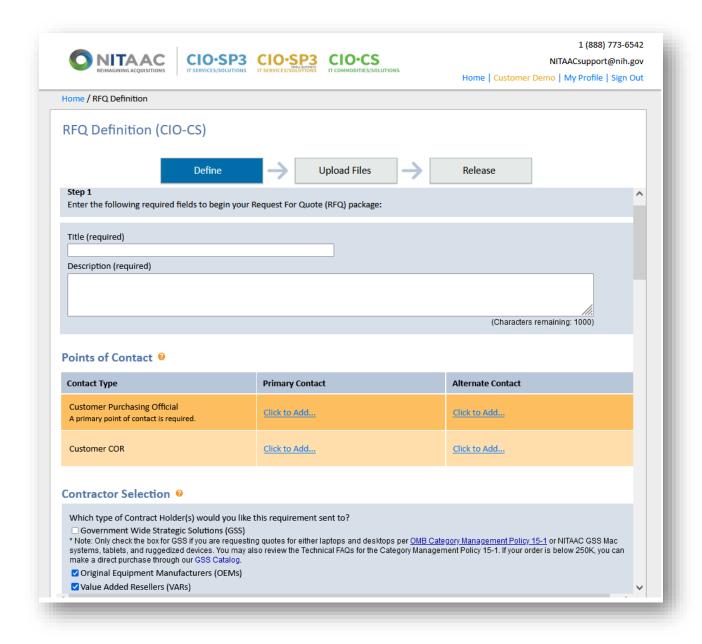| ▼ ID	Title	Release Date	Q&A Deadline	Submission Deadline	Status	Detail
CS-31381 RFQ	**Untitled** Department of Health and Human Services National Institutes of Health	Immediate	06/28/2021 05:00 PM	07/14/2021 05:00 PM	Definition	DETAIL
CS-31380-SB RFQ	**Untitled** Department of Health and Human Services National Institutes of Health	Immediate	06/23/2021 05:00 PM	07/09/2021 05:00 PM	Definition	DETAIL
C-31379-8A 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	DETAIL
C-31341-O	**Untitled** Department of Health and Human Services	Immediate	07/10/2019	07/26/2019	Archived	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:
  - o Title
  - o Description
  - o Points of Contact
  - o Contractors Selection (Type of Contract Holders that will receive requirement notification)
  - o Order Details (regulatory compliance)
  - o Delivery Dates
  - o Evaluation Method
  - o Email Notifications
  - o IGCEs
  - o Shipping Information
  - o Order Processing Scheduled (immediate or wait to ship)
  - o Question Acceptance.
- ❖ "Is this an Assisted Acquisition?" is the last field on the Define page. If so, select "Yes."
  - o 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.
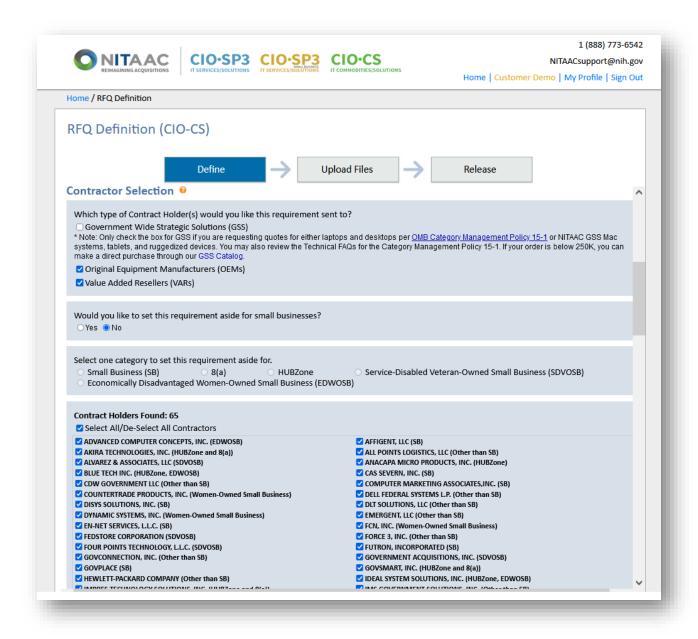
- ❖ Determine the Contract Holder category by selecting "Original Equipment Manufacturer (OEM) or Value Added Reseller (VAR)." You also may select both categories if you prefer Full and Open Competition among all CIO-CS Contract Holders.
- ❖ If you choose to make the requirement a Small Business Set-aside, select "Yes" and if not select "No".
- ❖ Note: Customers must select a reason for excluding Contract Holders from competition.

- ❖ 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.
  - o Note: Customers may ship products to multiple locations, if needed.

- ❖ 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.

Step 2: Upload Files

❖ Upload associated files (if applicable):

    o Specification/requirements document

    o Supporting documents

    o 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.

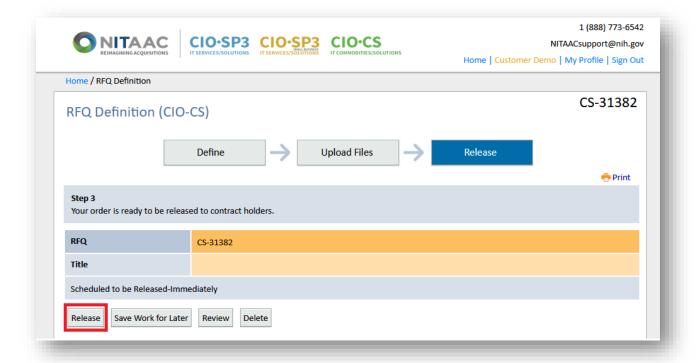❖ Select 'Next: Release' to move to 'Step 3' in the process.

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.

RFQ Errors

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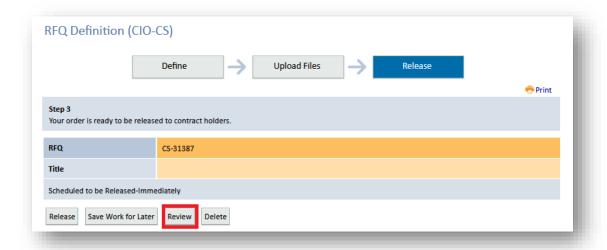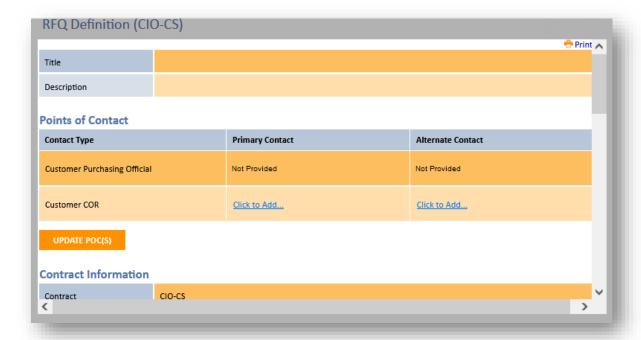- ❖ Click 'Close" to close the alert box and update the required information fields.

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.
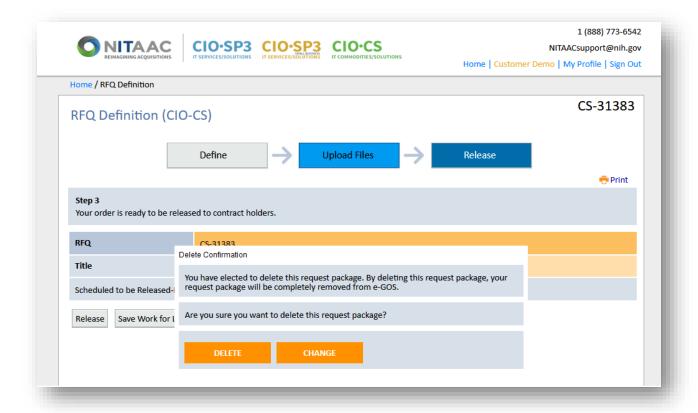
❖ To delete the RFQ from e-GOS, select 'Delete'.

❖ The system generates the 'Delete Confirmation' verifying that you want to delete the request package.

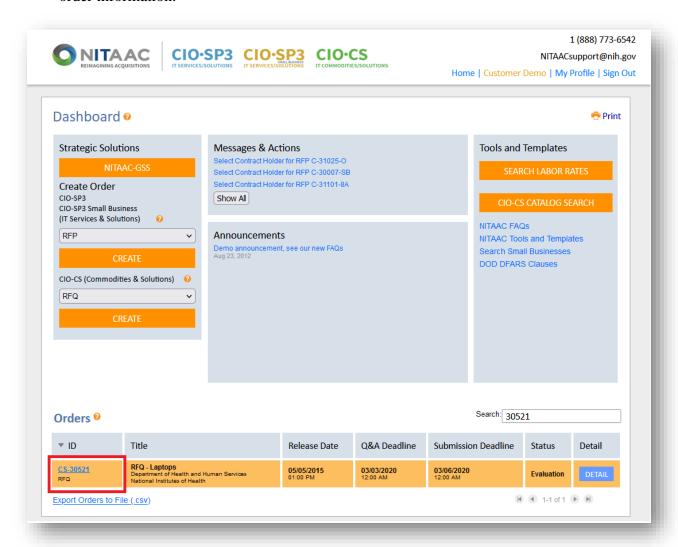❖ If you want to delete the RFQ from e-GOS, click 'Delete'. If not, click 'Change'.

Receiving Quotes

❖ Government Customers receive quotes for IT products from interested and qualified Contract Holders via their e-GOS Dashboard.

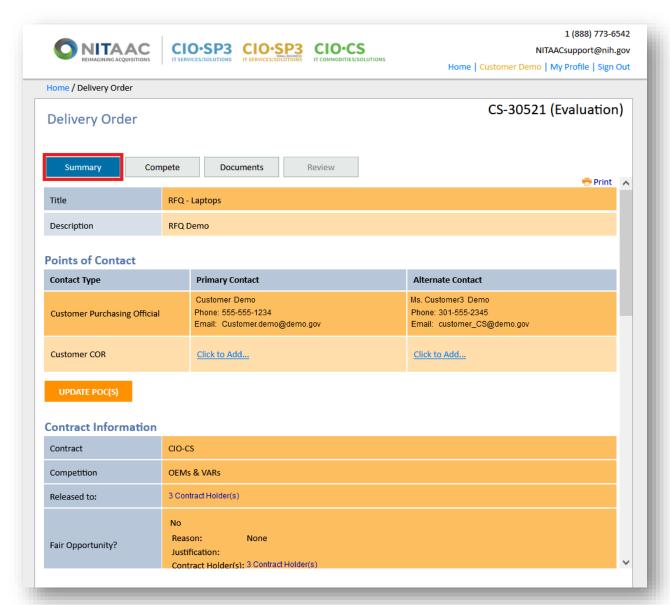❖ Click the RFQ Order Number hyperlink located under the "ID" heading to view detailed order information.

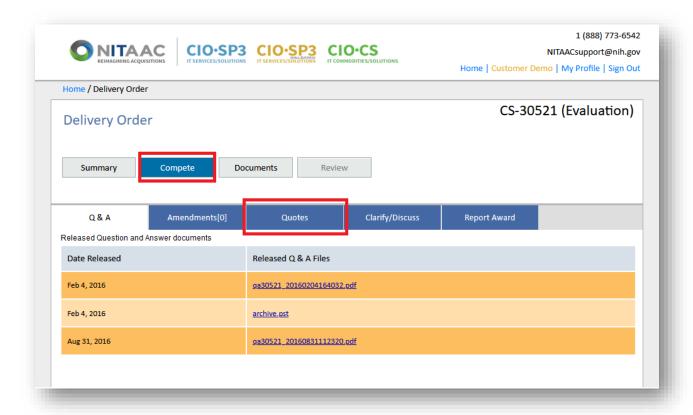❖ Click on 'Summary' to view all information pertaining to the selected order.

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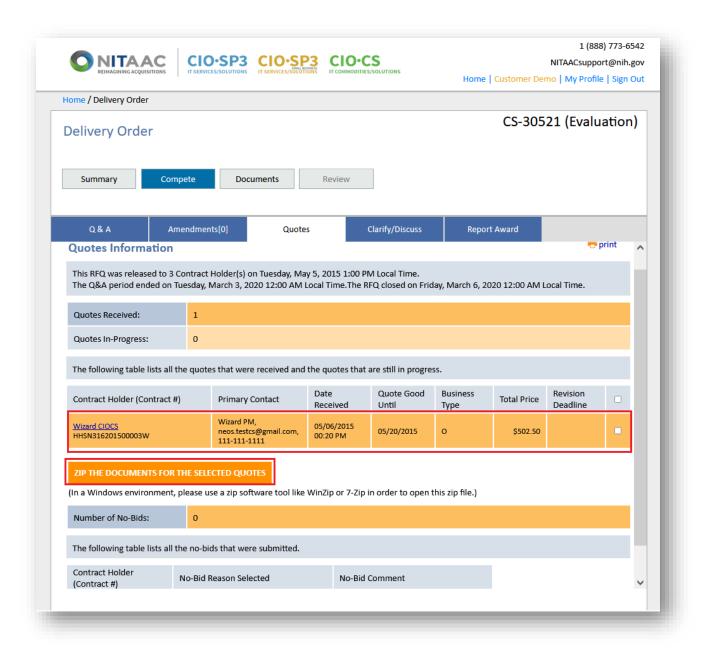- ❖ Click on " Q&A" to view all released question and answer documents.

- ❖ 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.

❖ 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.

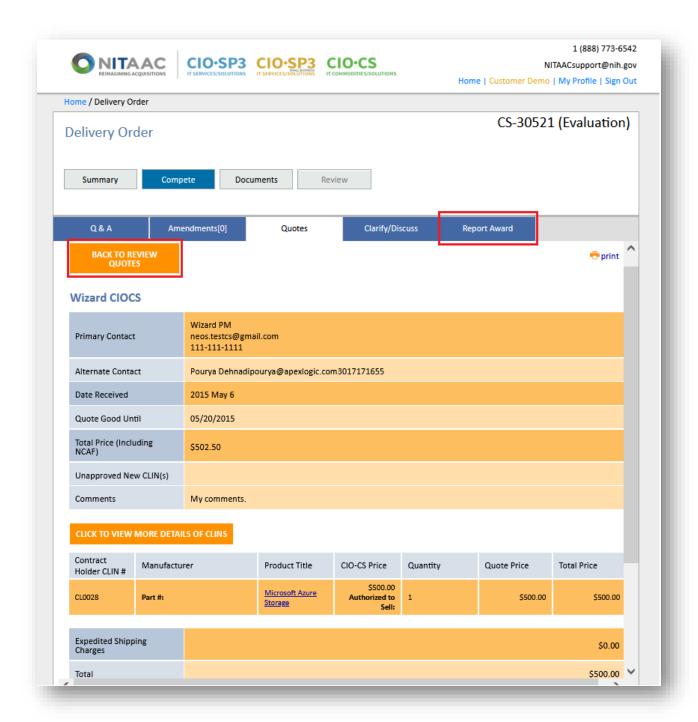   o Quote details include CLIN level information and contractor details.

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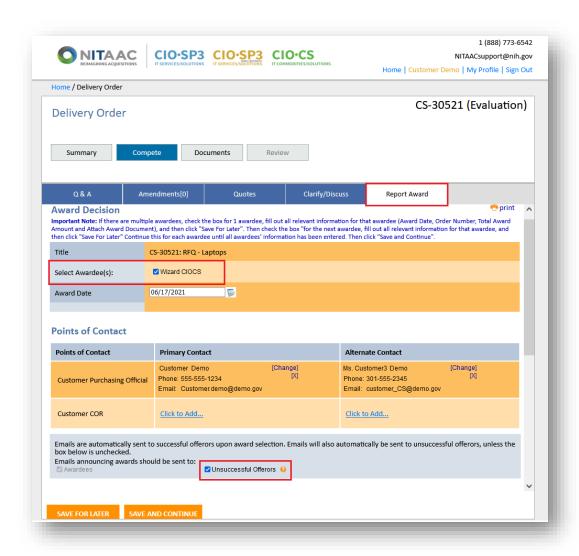
Awarding and Reporting

❖ Click on 'Complete'

❖ Click on 'Report Award' to report the award.

❖ To select awardee, click the "Check Box" next to the Awardee Name.

  o Note: Email will be automatically sent to awardee and unsuccessful offerors unless the "Unsuccessful Offerors" box is deselected.
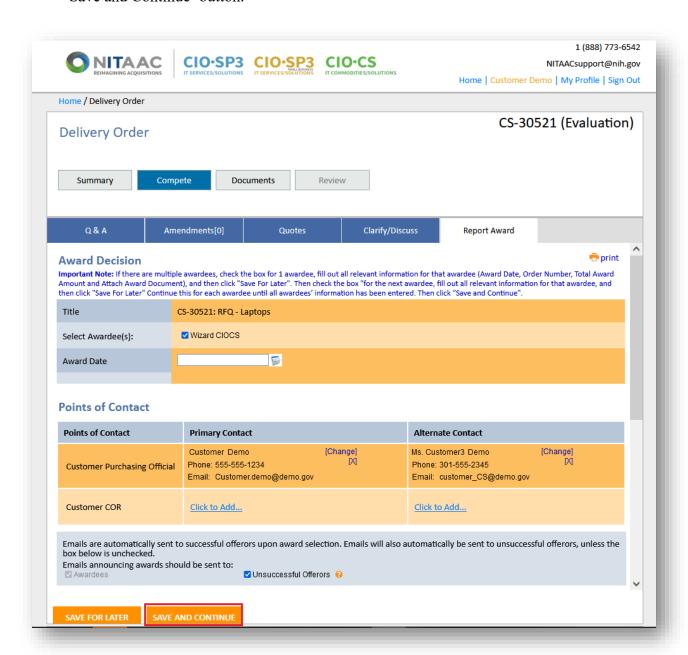
- ❖ Government Customer attach award document and any supporting documents associated with the award.
- ❖ Enter date
- ❖ After all selections have been made and required information has been entered select the 'Save and Continue' button.
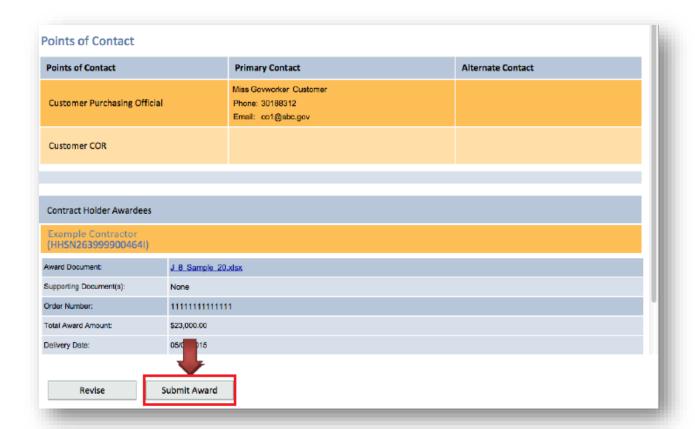
❖ The Government customer can then review all information.

❖ Select the Submit Award button to submit the award to NITAAC and notify Awardees.

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