PURPOSE:
The procedures outlined in this ordering guide support the ordering of Mac laptops, desktops, tablets, and ruggedized devices offered under NITAAC-GSS Program.

CATEGORY 2:
NITAAC-GSS Mac laptops and desktops, tablets, and ruggedized devices are available in NITAAC’s electronic-Government Ordering System (e-GOS): Log in required.

IMPORTANT:
Instructions found in this ordering guide are for those that have the procurement authority to purchase on behalf of the government, including purchase card holders, members of the Head of Contracting Activity delegated community, and 1102s. Those without procurement authority may review the laptop and desktop offerings and should work with their purchasing official to issue a Request for Quote (RFQ) or make an award.

FAIR OPPORTUNITY:
Requirements for meeting fair opportunity can be found in FAR Part 16.505. Please call 1.888.773.6542 or email the NITAAC Support Center at NITAACSupport@nih.gov if you have any questions.
1. Log into e-GOS Login
   If you don't have a login, follow onscreen instructions to self-register

2. Under Strategic Solutions, click on NITAC-GSS

3. Click on CATEGORY 2 – MAC SYSTEMS, TABLETS, AND RUGGEDIZED DEVICES

4. Review the specifications for the product offerings.

5. Click on VIEW SOLUTIONS under a specific configuration (e.g., Mac Laptop) to review the list of product offerings available that meet the requirements for the configuration selected. This list also shows the number of offerings and price range for each product.

The basic specifications for Tablets and Ruggedized Devices appear in the text boxes. To view the specifications for the Mac Laptops and Desktops, click on the solution type (e.g. Lightweight Laptops).
6. Click on the product name (e.g., 11” MacBook Air 1.6GHz i5) to show all the offerings for that specific product.

7. Click on an offering (e.g., 11” MacBook Air 1.6GHz i5 [Mac Laptop] $1,011.05), to view specifications details and available options. Click on “More Details” (see below)/“Less Details” (see next page) to expand or collapse product specifications.
8. Make selections that meet your requirements by clicking on the buttons associated with the chosen product offering and available options. Note: You can select multiple product offerings (including options) within specific configurations, for more than one specific configuration, and/or across all specific configurations (e.g., you can select a lightweight laptop and a desktop offering).

9. After all selections have been made, click to view and capture a summary of the items for your order. This will open the Selection Summary page that provides a summary list of product offerings selected from the GSS catalog, grouped by Contract Holder.
To document quantities for core products and their respective options, click on each contract holder title and the list of selected products associated with that contract holder will be shown. Each product offering will have a text box to document quantities. Subsequently, clicking on each product offering will reveal the optional items associated with that product, as well as text boxes to document quantities.

Once quantities and selections for optional items have been documented, click on Print Summary, in the Print Dialog Box.
If you want to print the summary to a hard copy, use any regular printer. Alternatively, to create a PDF document, choose a PDF printer such as Adobe PDF from the Select Printer options, then click Print, and name and save the file to a destination folder of your choosing.

The Contract Holder information provided in the summary document can be used to contact the Contract Holder(s) to place an order.

To go back to the GSS Catalog, click on the “MAC SYSTEMS, TABLETS, AND RUGGEDIZED DEVICES” link at the top of the screen.
REQUIREMENTS $3,500 ≤ $150,000

1. Follow procedures specified for Requirements ≤ $3,500 with the following additions:
   • Document best value by reviewing product(s) based on your requirements; consider price and other factors to determine which product(s) provide the best value. Refer to your agency specific procedures and FAR Part 16.505. To capture the results of this review, refer to the screen shots included in steps #6 and #7 for Requirements ≤ $3,500.
   • After Step #12, using the Contract Holder information located directly above the details for each selection that was determined to be the best value, contact the Contract Holder(s) to place an order **OR** issue an e-GOS Request for Quote (RFQ) to a specific GSS Contract Holder or multiple Contract Holders using the information created from the GSS Print Summary.

To issue a CIO-CS GSS RFQ:

A. Select Home

![NITAAC Government-wide Strategic Solutions (NITAAC-GSS)](image)

B. b) Under CIO-CS, select RFQ and then click on Create

![Dashboard](image)

Issuing an e-GOS RFQ to a specific, GSS Contract Holder (for only orders up to $150,000) is another way to notify the contract holder you have a requirement. In addition, will allow you to document your requirement in e-GOS.
C. Under “Contract Holder Selection,” check the box marked “Government Wide Strategic Solutions (GSS).”

D. Choose the intended recipient(s) by selecting/deselecting the Contract Holder name(s) and then complete the normal RFQ process.
To complete the RFQ in e-GOS select **Define**

Once a quote is received, use your agency’s contract writing system to generate a delivery order or use a government purchase card to complete the order.

**E.** Complete the required fields included in **Release**

**F.** Select **NEXT: Upload Files**

**G.** Upload the Print Summary from Step #12. If the Print Summary includes more than one contract holder’s offerings, make sure to attach only the pages that apply to the subject RFQ

**H.** To complete the RFQ in e-GOS select **Release**

**2.** IMPORTANT:

For orders that do not exceed the Simplified Acquisition Threshold (SAT), a contracting official need not contact each of the multiple awardees under the contract before selecting an order awardee, provided that the contracting official uses the information available to ensure that each awardee has been provided a fair opportunity to be considered for each order (FAR Subpart 16.505(b)(1)(ii)).
REQUIREMENTS $150,000 ≤ $5.5 MILLION

1. Follow procedures #1 through #3 as specified for Requirements $3,500 ≤ $3,500

2. Review the minimum standard configuration specifications and product offerings to determine which configuration(s) meet your requirements. It is recommended that you download a copy of the configuration(s) to your computer, so it can be uploaded to the request for quote.

As a reminder, you can find the configuration(s) by selecting the solution type (e.g. Lightweight Laptops).

NOTE:
To meet the FAR requirements for orders between $150,000 and $5.5 million, the purchasing official shall provide the minimum standard configuration(s) that meet the requirements, to each of the GSS contract holders. This differs from the instructions for under $150,000, since you are allowing each GSS contract holder to provide a quote that meets the minimum standard configuration of the requirement. To meet the FAR requirements, follow the steps below and refer to FAR Subpart 16.505(b)(1)(iii) for additional guidance.
3. Issue a Chief Information Office Commodities and Solutions (CIO-CS) Request for Quote (RFQ) in e-GOS, following steps 1.a through 1.h of Requirements $3,500 ≤ $150,000. It's important to note that if you are restricting to one manufacturer, you are required to upload an exception to fair opportunity.

4. After completing evaluations of quotes received in e-GOS, issue delivery order(s) (i.e. award) using your agency contract writing system, and report it in e-GOS to complete the delivery order process.

**IMPORTANT:**
Orders that exceed the Simplified Acquisition Threshold (SAT), shall be placed on a competitive basis. The purchasing official shall provide a fair notice of the intent to make a purchase, including a clear description of the supplies to be delivered or the services to be performed and the basis upon which the selection will be made to all contractors offering the required supplies or services under the multiple-award contract. In addition, afford all contractors responding to the notice a fair opportunity to submit an offer and have that offer fairly considered. (FAR Subpart 16.505(b)(1)(iii)).
1. Follow the procedures as specified for Requirements \$150,000 \leq \$5.5 million.

2. Follow the procedures under FAR Subpart 16.505 (b)(1)(iv) and your agency specific guidance on how to issue a delivery order in excess of \$5.5 million.

3. After reviewing the quotes received in response to an RFQ, generate delivery order(s) (i.e. award) using your agency contract writing system, and report it in e-GOS to complete the delivery order process.