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# Ordering Guide

## Category 1

**PURPOSE:**

The procedures outlined in this ordering guide support the ordering of standard laptops and desktops in accordance with the Office of Management and Budget’s (OMB) Category Management Policy 15-1, dated October 16, 2015. To meet OMB’s Category Management Policy 15-1, government-purchasing officials must ensure their basic laptop and desktop requirements are selected from OMB’s three laptop or desktop minimum standard configurations.

**CATEGORY 1:**

OMB minimum standard laptops and desktops are available in [NITAAC’s electronic-Government Ordering System](#) (e-GOS): Log in required. Click [here](#) for a listing of minimum standard configurations.

**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](mailto:NITAACSupport@nih.gov) if you have any questions.

**IMPORTANT:**

*Instructions found in this ordering guide are for those that have the procurement authority to purchase on behalf of the government, including p-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.*

**REQUIREMENTS ≤ \$3,500**

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



3. Click on

**CATEGORY 1 – OMB COMPLIANT LAPTOPS AND DESKTOPS**

4. Review the basic highlights for the standard configurations (click on [Additional Specifications](#) to view more detailed information)

5. Click on

**VIEW SOLUTIONS**

under a specific configuration (e.g., Lightweight 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.

Dell Latitude E5470 TS (1 offering)	\$1,791.81
Dell Latitude E5570 (3 offerings)	\$1,400.52 - \$1,539.68
Dell Latitude E7470 (3 offerings)	\$1,394.24 - \$1,929.60
HP EliteBook 840 G3 (1 offering)	\$1,309.44
HP EliteBook 840 G3 TS (1 offering)	\$1,370.20
HP EliteBook 850 G3 (1 offering)	\$1,284.38
HP ProBook 640 G2 (15 offerings)	\$1,117.66 - \$1,337.21
HP ProBook 645 G2 (1 offering)	\$1,027.27
HP ProBook 650 G2 (1 offering)	\$1,289.04
Lenovo ThinkPad T460 (6 offerings)	\$997.85 - \$1,239.70

**VIEW SELECTION SUMMARY**

**REQUIREMENTS ≤ \$3,500**

6. Click on the product name (e.g., Dell Latitude E5270). This will show all the offerings for the specific product.

7. Click on an offering (e.g., Dell Latitude E5470 (Laptop) \$1,124.21), to view specifications, details, and available options. Click on “**More Details**” (see below) or “**Less Details**” (see next page) to expand or collapse the mandatory offering specifications (system default is on “Less Details”).

Dell Latitude E5450 (1 offering)	\$1,550.50	
Dell Latitude E5470 (4 offerings)	\$1,139.24 - \$1,458.60	
Dell Latitude E5470 (Laptop)	\$1,139.24	<input type="checkbox"/>
Dell Latitude E5470 (Laptop)	\$1,338.11	<input type="checkbox"/>
Dell Latitude E5470 (Laptop)		<input type="checkbox"/>
Dell Latitude E5470 (Laptop)		<input type="checkbox"/>
Dell Latitude E5470 TS (1 offering)		
Dell Latitude E5570 (3 offerings)		
Dell Latitude E7470 (3 offerings)		
HP EliteBook 840 G3 (1 offering)		
HP EliteBook 840 G3 TS (1 offering)		

Dell Latitude E5470 (Laptop)	\$1,139.24	<input type="checkbox"/>
Latitude E5470;;Base: 726761624;Fee: 726762870;;4 Year Base: 726761764;4 Year Fee: 726762961;;5 Yea ...		
<a href="#">More Details</a>		
<b>Contract Holder:</b> DELL FEDERAL SYSTEMS L.P.		
<b>Manufacturer Part Number:</b> 210-AFUC		
<b>Options:</b>		
Optional Docking Station: Targus VersaLink Universal Dual Video Travel Dock - USB docking station - GigE	\$79.19	<input type="checkbox"/>
Optional Keyboard: USB WIRED SPILL-RESISTANT 104 KEYBOARD-TAA	\$15.84	<input type="checkbox"/>
Optional Software Bundle: Microsoft Office Home and Business 2016;Dell Data Protection   Endpoint Security Suite Enterprise, 3 yr	\$310.36	<input type="checkbox"/>
Optional Monitor: Dell 24 TAA Monitor - P2414H	\$255.99	<input type="checkbox"/>
Optional Speakers: 2.0 CHANNEL MULTIMEDIA SPEAKER SYSTEM 2-PIECE SET TAA	\$9.00	<input type="checkbox"/>
Optional Optical drive: USB External DVD+/-RW Drive	\$28.26	<input type="checkbox"/>
Optional Security-enabled features: Custom Project Fee for Federal;Custom BIOS Setting Fee;CFI,Information,Bios, Bluetooth		

**REQUIREMENTS ≤ \$3,500**

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 [VIEW SELECTION SUMMARY](#) 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.

Summary of items selected (checked) in catalog.

DELL FEDERAL SYSTEMS L.P. (HHSN316201500005W, Susan Spalding, susan\_spalding@del.com, 224-543-6206)

GOVERNMENT ACQUISITIONS, INC. (HHSN316201500035W, Kathy Meece, Kathy.Meece@gov-acq.com, 513-562-2044)

[PRINT SUMMARY](#)

**Dell Latitude E5470 (Laptop)** \$1,139.24

Latitude E5470;;Base: 726761624;Fee: 726762870;;4 Year Base: 726761764;4 Year Fee: 726762961;;5 Year Base: 726761883;5 Year Fee: 726763015;;Base w/ OP : 726649864;Base w/op FEE: 726768345;;CFI BIOS: 726762188;BIOS FEE: 726763073;;CFI IMAGE: 726762341;IMAGE FEE: 726763213;;Alternative: 726762521;Alternative FEE: 726763314

- OS: Win 10 Pro 64 English, French, Spanish
- RAM: 8GB (1x8GB) 2133MHz DDR4 Memory
- Hard Drive: 500GB (7,200 Rpm) Serial ATA Hard Drive
- Graphics: Intel® HD Graphics 520 for i5-6300U Processor (Vpro Capable)
- Display: 35.6cm (14.0") FHD (1920x1080) Non-Touch Anti-Glare LCD with Camera and Mic Non Touch WLAN LCD Backcover
- Resolution: 35.6cm (14.0") FHD (1920x1080) Non-Touch Anti-Glare LCD with Camera and Mic Non Touch WLAN LCD Backcover
- Webcam: 35.6cm (14.0") FHD (1920x1080) Non-Touch Anti-Glare LCD with Camera and Mic Non Touch WLAN LCD Backcover
- Microphone: 35.6cm (14.0") FHD (1920x1080) Non-Touch Anti-Glare LCD with Camera and Mic Non Touch WLAN LCD Backcover
- Bluetooth: Dell Wireless™ 1820A Dual-Band Wireless-AC + BT 4.1 (2x2)
- Smart Card: Smart Card Reader only Palmrest (Single Pointing)

[Less Details](#)

**Contract Holder:**  
DELL FEDERAL SYSTEMS L.P.

**Manufacturer Part Number:**  
210-AFUC

**Options:**

Optional Docking Station: Targus VersaLink Universal Dual Video Travel Dock - USB docking station - GigE	\$79.19	<input type="checkbox"/>
Optional Keyboard: USB WIRED SPILL-RESISTANT 104 KEYBOARD-TAA	\$15.84	<input type="checkbox"/>

**REQUIREMENTS ≤ \$3,500**

10. 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 to the product, as well as text boxes, where quantities can be updated.

11. Once quantities and selections for optional items have been documented, click on Print Summary, in the Print Dialog Box.

PRINT SUMMARY

GOVERNMENT ACQUISITIONS, INC. (HH5N316201500035W, Kathy Meeco, Kathy.Meeco@gov-acq.com, 513-562-2044)

Dell Latitude E5470 TS (Laptop)	\$1,791.81	1
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Dell Latitude E5470: Intel® Core™ i7-6820HQ (Quad Core, 2.7GHz, 8M cache, 45W) vPro; Intel Sysmark 5 ...

[More Details](#)

**Contract Holder:**  
GOVERNMENT ACQUISITIONS, INC.

**Manufacturer Part Number:**  
Laptop: [210-AFUC] Processor: [379-BCGD]

**Options:**

Optional Docking Station: Powered Docking Station with USB , Dual connections supported via VGA, DVI/DisplayPort, and/or HDMI	\$135.78	0
Optional Keyboard: Keyboard compatible with docking stations	\$4.13	0
Optional Software Bundle: Office Suite (minimum of document, presentation and worksheets ) and anti-virus software (3-Year License for anti-virus)	\$273.15	1
Optional Monitor: 23.6 inch viewable	\$223.99	0
Optional Speakers: Stereo Speakers	\$13.99	0
Optional Optical drive: Integrated or External DVD RW (No Blu-Ray)	\$30.99	0
Optional Security-enabled features: Webcam, microphone and Bluetooth not provided or disabled at BIOS; network default to wired; No Optical Drive.	\$35.00	0
Hard Drive upgrade: 500GB SATA-3 or M.2 Solid State Drive	\$198.40	0
Optional Warranty: Extend base warranty to 4 years	\$75.02	0
Optional Warranty: Extend base warranty to 5 years	\$138.26	0
No Optional Warranty (Keep Standard Warranty)	\$0.00	1
Optional Decaling - pre-supplied: Ship with customer previously supplied property decals; imbed electronic decal number into BIOS and attach decal label to outside of computer	\$15.00	0
Optional Decaling - decals provided with order: Ship with customer supplied property decals; embed electronic decal number into BIOS and attach decal label to outside of computer	\$10.00	0
No Optional Decaling	\$0.00	1
Optional Add-on Warranty I: Touch-screen	\$61.38	0
Optional Add-on Warranty II: Next Business Day, Onsite parts and labor	\$55.18	0
Optional Add-on Warranty III: Battery replacement coverage	\$67.58	0

REQUIREMENTS ≤ \$3,500

12. 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.

13. 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 “OMB COMPLAINT LAPTOPS AND DESKTOPS” link at the top of the screen.

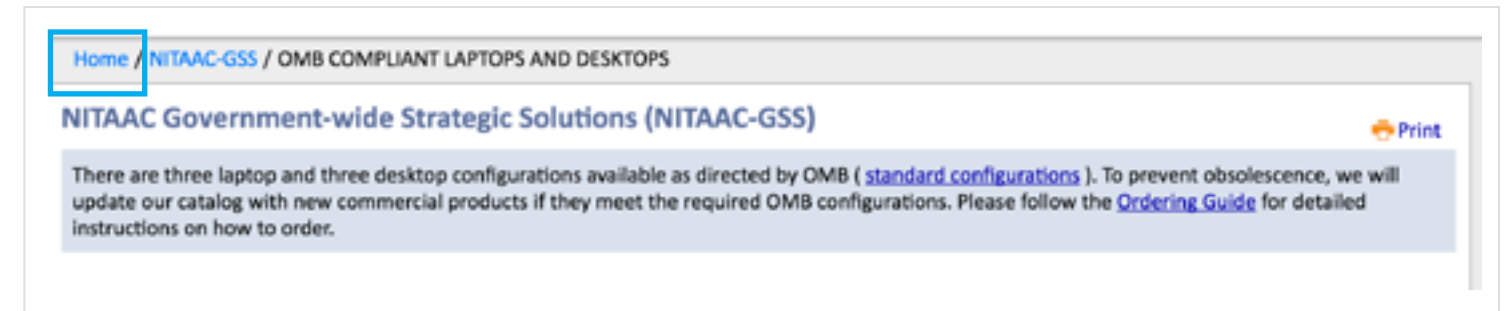
The screenshot displays the NITAAC Government-wide Strategic Solutions (NITAAC-GSS) Selection Summary page. A printer settings overlay is visible on the left side, showing a 'Print' dialog with options for destination (172.16.14.20), pages (All), and copies (1). The main content area shows the breadcrumb 'Home / NITAAC-GSS / OMB COMPLAINT LAPTOPS AND DESKTOPS / Selection Summary' and the title 'NITAAC Government-wide Strategic Solutions (NITAAC-GSS)'. Below this, it states 'Summary of items selected (checked) in catalog.' and 'No items have been selected yet. Click the "Configurations" link above to browse the catalog and make selections.' A blue 'PRINT SUMMARY' button is present. The product details for a Dell Latitude E5470 15 Laptop are listed, including specifications like OS, RAM, Hard Drive, Graphics, Display, Resolution, Sound, Speaker, Keyboard, Webcam, Microphone, Bluetooth, Smart Card, Network, and Ports. The contract holder is identified as GOVERNMENT ACQUISITIONS, INC. The manufacturer part number is [D10-AFUC] Processor: [D70-8000]. A table of options is shown at the bottom, including an optional docking station, keyboard, software bundle, monitor, and speakers, each with a price and a selection button.

**REQUIREMENTS \$3,500 ≤ \$150,000**

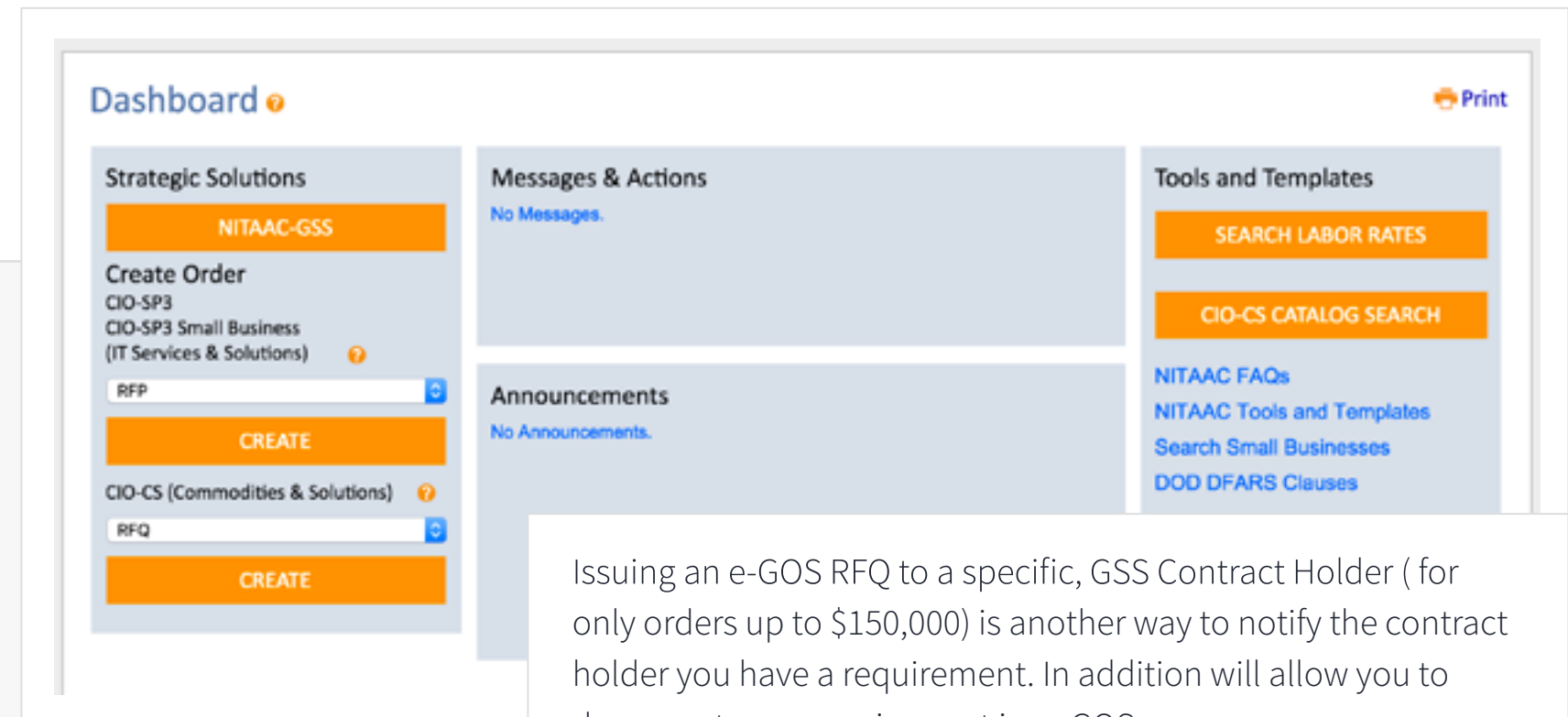
1. Follow procedures specified for Requirements ≤ \$3,500 with the following additions:
  - Document best value by reviewing products(s) based on your requirements; consider price and other factors to determine which product(s) provide the best value. Refer to your agency specific procedures and FAR 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



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



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 i n e-GOS

**REQUIREMENTS \$3,500 ≤ \$150,000**

C. Under “Contract Holder Selection,” check the box marked “Government Wide Strategic Solutions (GSS)” and then select “Ok.”

D. Choose the intended recipient(s) by selecting/deselecting the Contract Holder name(s) and then complete the normal RFQ process.

**Contractor Selection**

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

Government Wide Strategic Solutions (GSS)

Original Equipment Manufacturers (OEMs)

Value Added Resellers (VARs)

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

Government Wide Strategic Solutions (GSS)

**Contract Holders Found: 26**

Select All/De-Select All Contractors

<input checked="" type="checkbox"/> EN-NET SERVICES, L.L.C. (SB)	<input checked="" type="checkbox"/> MA FEDERAL, INC. (SB)
<input checked="" type="checkbox"/> RED RIVER COMPUTER CO., INC. (SB)	<input checked="" type="checkbox"/> HPI FEDERAL LLC (Other than SB)
<input checked="" type="checkbox"/> IRON BOW TECHNOLOGIES, LLC (Other than SB)	<input checked="" type="checkbox"/> CDW GOVERNMENT LLC (Other than SB)
<input checked="" type="checkbox"/> FORCE 3, LLC (Other than SB)	<input checked="" type="checkbox"/> GOVCONNECTION, INC. (Other than SB)
<input checked="" type="checkbox"/> INSIGHT PUBLIC SECTOR, INC. (Other than SB)	<input checked="" type="checkbox"/> INTELLIGENT DECISIONS, INC. (Other than SB)
<input checked="" type="checkbox"/> DELL FEDERAL SYSTEMS L.P. (Other than SB)	<input checked="" type="checkbox"/> PC SPECIALISTS, INC. (Other than SB)
<input checked="" type="checkbox"/> COUNTERTRADE PRODUCTS, INC. (Women-Owned Small Business)	<input checked="" type="checkbox"/> FCN, INC. (Women-Owned Small Business)
<input checked="" type="checkbox"/> PCPC DIRECT, LTD. (Women-Owned Small Business)	<input checked="" type="checkbox"/> GOVERNMENT ACQUISITIONS, INC. (SDVOSB)
<input checked="" type="checkbox"/> NEW TECH SOLUTIONS, INC. (8(a))	<input checked="" type="checkbox"/> ANACAPA MICRO PRODUCTS, INC. (HUBZone)
<input checked="" type="checkbox"/> WESTWIND COMPUTER PRODUCTS, INC. (HUBZone and WOSB)	<input checked="" type="checkbox"/> IMPRES TECHNOLOGY SOLUTIONS, INC. (HUBZone and 8(a))
<input checked="" type="checkbox"/> AKIRA TECHNOLOGIES, INC. (HUBZone and 8(a))	<input checked="" type="checkbox"/> ADVANCED COMPUTER CONCEPTS, INC. (EDWOSB)
<input checked="" type="checkbox"/> STERLING COMPUTERS CORPORATION (EDWOSB)	<input checked="" type="checkbox"/> IDEAL SYSTEM SOLUTIONS, INC. (HUBZone, EDWOSB)
<input checked="" type="checkbox"/> BLUE TECH INC. (HUBZone, EDWOSB)	<input checked="" type="checkbox"/> PANAMERICA COMPUTERS, INC. (HUBZone, EDWOSB)

**Alert**

This Government Wide Strategic Solutions (GSS) Selection should be used ONLY for issuing requirements for Laptops and Desktops that can be satisfied by one or more of the basic laptop and desktop configurations required by the Office of Management and Budget (OMB) Category Management Policy 15-1. The RFQ generated will be issued to ONLY those Contract Holders that have been selected to participate in the GSS initiative. For more information on GSS refer to <http://nitaac.nih.gov/nitaac/government-wide-strategic-solutions>.

Ok

**Contract Holders Found: 26**

Select All/De-Select All Contractors

<input checked="" type="checkbox"/> EN-NET SERVICES, L.L.C. (SB)	<input checked="" type="checkbox"/> MA FEDERAL, INC. (SB)
<input checked="" type="checkbox"/> RED RIVER COMPUTER CO., INC. (SB)	<input checked="" type="checkbox"/> HPI FEDERAL LLC (Other than SB)



REQUIREMENTS \$3,500 ≤ \$150,000

E. Complete the required fields included in Define

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. 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

**NITAAC Government-wide Strategic Solutions (NITAAC-GSS)** Print

Summary of items selected (checked) in catalog.

BLUE TECH INC. (HHSN316201500026W, Rod Tudor, rtudor@bluetech.com, 800-456-1410)

11" MacBook Air 1.6GHz i5 (Mac Laptop, Lightweight)	\$1,011.05	1
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Apple MacBook Air 11-inch;1.6GHz dual-core Intel Core i5 processor with Turbo Boost up to 2.7GHz

- OS: OS X El Capitan (OS 10.11.x)
- RAM: 4GB Memory 1600MHz LPDDR3 SDRAM
- Hard Drive: 256GB PCIe-based flash storage
- Graphics: Intel HD Graphics 6000
- Display: 11.6-inch (diagonal) LED-backlit widescreen display
- Resolution: 1366 by 768 pixels (16:9) aspect ratio
- Sound: OEM Standard
- Speaker: OEM Standard
- Optical Drive: None
- Keyboard: Backlit Keyboard (English)
- Webcam: Integrated
- Microphone: Integrated
- Bluetooth: Bluetooth 4.0 Integrated
- Smart Card: None
- Network: 802.11ac Wi-Fi
- Ports: Two USB 3 ports (up to 5 Gbps);Thunderbolt 2 port (up to 20 Gbps)
- Expansion Slots: None
- Delivery Time: 30 Days
- Weight: 2.98 pounds (1.35 kg)

**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).*

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## REQUIREMENTS \$150,000 ≤ \$5.5 MILLION

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1. Follow procedures #1 through #3 as specified for **Requirements ≤ \$3,500**
2. Review GSS [minimum standard configurations](#) to determine which configuration(s) meet your requirement(s).
3. Click on the **Additional Specifications** hyperlink located inside every configuration box (e.g., Lightweight Laptop) to download one (or more) of the six (6) configurations (in PDF format) and use the specifications as an attachment to the e-GOS RFQ.
4. 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.
5. 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.

### NOTE:

*To meet the FAR requirements for orders between \$150,000.00 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.*

### 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)).*

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## REQUIREMENTS > \$5.5 MILLION

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1. Follow the procedures as specified for **Requirements \$150,000 ≤ \$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.