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 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.
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 Strategic Solutions

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 T5 (1 offering) | $1,791.81 |
| Dell Latitude E5570 (3 offerings) | $1,403.52 - $1,539.88 |
| Dell Latitude E7470 (3 offerings) | $1,394.24 - $1,929.60 |
| HP EliteBook 640 G3 (1 offering) | $1,359.44 |
| HP EliteBook 640 G3 T5 (1 offering) | $1,370.20 |
| HP EliteBook 850 G3 (1 offering) | $1,284.28 |
| HP ProBook 440 G2 (15 offerings) | $1,117.66 - $1,337.21 |
| HP ProBook 645 G2 (1 offering) | $1,227.27 |
| HP ProBook 650 G2 (1 offering) | $1,289.54 |
| Lenovo ThinkPad T440 (8 offerings) | $867.86 - $1,296.70 |
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”).
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.

<table>
<thead>
<tr>
<th>Dell Latitude E5420 (Laptop)</th>
<th>$1,129.24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latitute E5420: Base: 72676182;4 Year Base: 726761764; 4 Year Fee: 726762961;i5 Year Base: 72676186;5 Year Fee: 726763015; Base w/o CP: 726761864; Base w/o PE: 726765345; CPI BIOS: 72676281;6 BIOS PE: 726762073; CPI IMAGE: 726763341; IMAGE FE: 72676212; Alternative: 72676251; Alternative PE: 72676314</td>
<td></td>
</tr>
<tr>
<td>CR: Win 10 Pro 64 English, French, Spanish</td>
<td></td>
</tr>
<tr>
<td>RAM: 8GB (1x8GB) 2133MHz DDR4 Memory</td>
<td></td>
</tr>
<tr>
<td>Hard Drive: 500GB (7,200 Rpm) Serial ATA Hard Drive</td>
<td></td>
</tr>
<tr>
<td>Graphics: Intel® HD Graphics 520 for i5-6300U Processor (Vpro Capable)</td>
<td></td>
</tr>
<tr>
<td>Display: 35.6cm (14.0&quot;) FHD (1920x108) Non-Touch Anti-Glare LCD with Camera and Mic Non Touch WLAN LCD Backcover</td>
<td></td>
</tr>
<tr>
<td>Resolution: 35.6cm (14.0&quot;) FHD (1920x1080) Non-Touch Anti-Glare LCD with Camera and Mic Non Touch WLAN LCD Backcover</td>
<td></td>
</tr>
<tr>
<td>Webcam: 35.6cm (14.0&quot;) FHD (1920x1080) Non-Touch Anti-Glare LCD with Camera and Mic Non Touch WLAN LCD Backcover</td>
<td></td>
</tr>
<tr>
<td>Microphone: 35.6cm (14.0&quot;) FHD (1920x1080) Non-Touch Anti-Glare LCD with Camera and Mic Non Touch WLAN LCD Backcover</td>
<td></td>
</tr>
<tr>
<td>Bluetooth: Dell Wireless™ 1320A Dual-Band Wireless-AC + BT 4.1 (2x2)</td>
<td></td>
</tr>
<tr>
<td>Smart Card: Smart Card Reader only Pinmed (Single Printing)</td>
<td></td>
</tr>
</tbody>
</table>

Options:
- Optional Docking Station: Targus VersaLink Universal Dual Video Travel Dock - USB docking station - GigE: $79.19
- Optional Keyboard: USB WIRED SPILL RESISTANT 104 KEYBOARD-TAA: $15.84
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.

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

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 in e-GOS.
**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.
To complete the RFQ in e-GOS select:

H. 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.

REQUIREMENTS $3,500 ≤ $150,000

E. Complete the required fields included in:

F. Select:

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.

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

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)).
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.