

CIOCS

IT COMMODITIES/SOLUTIONS GWAC

NITAAC Customer Support

Phone: 1-888-773-6542

Website: NITAAC.nih.gov

E-mail: NITAACsupport@nih.gov



Table of Contents

Step	CIO-CS Process	Purpose
1	New User Registration and Login	The Government customer creates a user name 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.

New User Registration and Login



- ❖ Welcome to CIO-CS! You must have an account to use the electronic Government Ordering System (e-GOS).

- ❖ To register for an account, go to <https://cio.egos.nih.gov/>
 - In the “New Users” box, enter your e-mail address and select “Register”.
 - If you are an NIH employee, select the associated checkbox.
 - Enter, review, and verify your user information.
 - Return to the e-GOS login screen, enter your email address and password in the “Existing Users” box, and select the “Log In” button.

- ❖ Users can also access e-GOS through the NITAAC website at <http://nitaac.nih.gov/nitaac/>.

Logging into e-GOS

NITAAC Homepage

<http://nitaac.nih.gov/nitaac/>

Alternatively to the system link, you can access e-GOS through NITAAC's homepage.

- ❖ Hover over the CIO-CS contract at the top of the page, and select on the "Login to e-GOS" hyperlink.

OR

- ❖ Select the "LOGIN" button located on the right of the screen, under Customer Service Division link.



The screenshot shows the NITAAC homepage with the following elements:

- Header:** NITAAC logo and "OMB Authorized GWACs for IT Acquisition". A search bar is located in the top right corner.
- Navigation:** A horizontal menu with tabs for CIO-SP3 SERVICES/SOLUTIONS, CIO-SP3 SMALL BUSINESS SERVICES/SOLUTIONS, CIO-CS COMMODITIES/SOLUTIONS, Assisted Acquisitions, Tools / Templates, Training, Events, DoD, NIH, FAQs, and About. A red arrow points to the CIO-CS tab.
- Dropdown Menu:** A dropdown menu is open under CIO-CS, listing "Login to e-GOS System", "Delivery Order Guidance", "Memorandum: Delivery Order Options and Terminations", "Process", "Statement of Work", "Strategic Sourcing Directive", "Contract Information", "Contract Holders", "Master Contract (Conformed)", "EIT Standards and Section 508 Compliance", "CIO-CS Vendor Portal", and "FAQs".
- Customer Support Center:** Located on the right, it includes the email "NITAACsupport@nih.gov", the phone number "1.888.773.6542", and the "Customer Service Division" link.
- LOGIN Button:** A "LOG IN" button is located on the right side, with the text "to e-GOS to submit your task/delivery orders". A green arrow points to this button.
- Main Content Area:** Features a banner with the text "OUR CUSTOMER SERVICE GETS YOU OUT OF..." and a grid of links: "About NITAAC", "Featured Topics", and "News and Announcement". Below this is a paragraph of text describing NITAAC's services and a grid of links: "Contract & FAR Benefits", "Contract Matrix", "Contract Holder Listing", "Case Studies", "Free Training", and "Testimonials".
- Upcoming Events:** A section on the right lists events: "NITAAC Monthly Customer Training Session 04/02/2015", "NITAAC Monthly Customer Training Session 06/04/2015", and "NCMA World Congress 07/26/2015".
- Footer:** Social media icons for Twitter, LinkedIn, Facebook, and govloop.

Logging into e-GOS (continued)

Login URL:

<https://cio.egos.nih.gov/>

You must have an existing account, or create a new account, to use e-GOS.

- ❖ If you have an account, enter your email address and password in the “Existing Users” box, and select the “Log In” button.
- ❖ If this is your first time using e-GOS, you must register. In the “New Users” box, enter your e-mail address and select “Register”.

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

Existing Users

Yes, I am an NIH Employee

Email Password

[Forgot your password?](#)

New Users

Yes, I am an NIH Employee

Email

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

New User Registration

- ❖ Complete the registration by filling in the Customer Information section adhering to all required fields (e.g., First and Last Name, Organization, Address, City, State, Zip and phone number.)
- ❖ Scroll down the page to complete the “Login Information” and “Agreement” sections.

User Registration ?

Please complete the information below. Required fields are indicated with an asterisk.

User Name

Customer Information

Salutation
Limit to 10 characters.

First Name (Required)

Middle Name

Last Name (Required)

Position/Job Title

Organization (Required)

Address 1 (Required)

Address 2

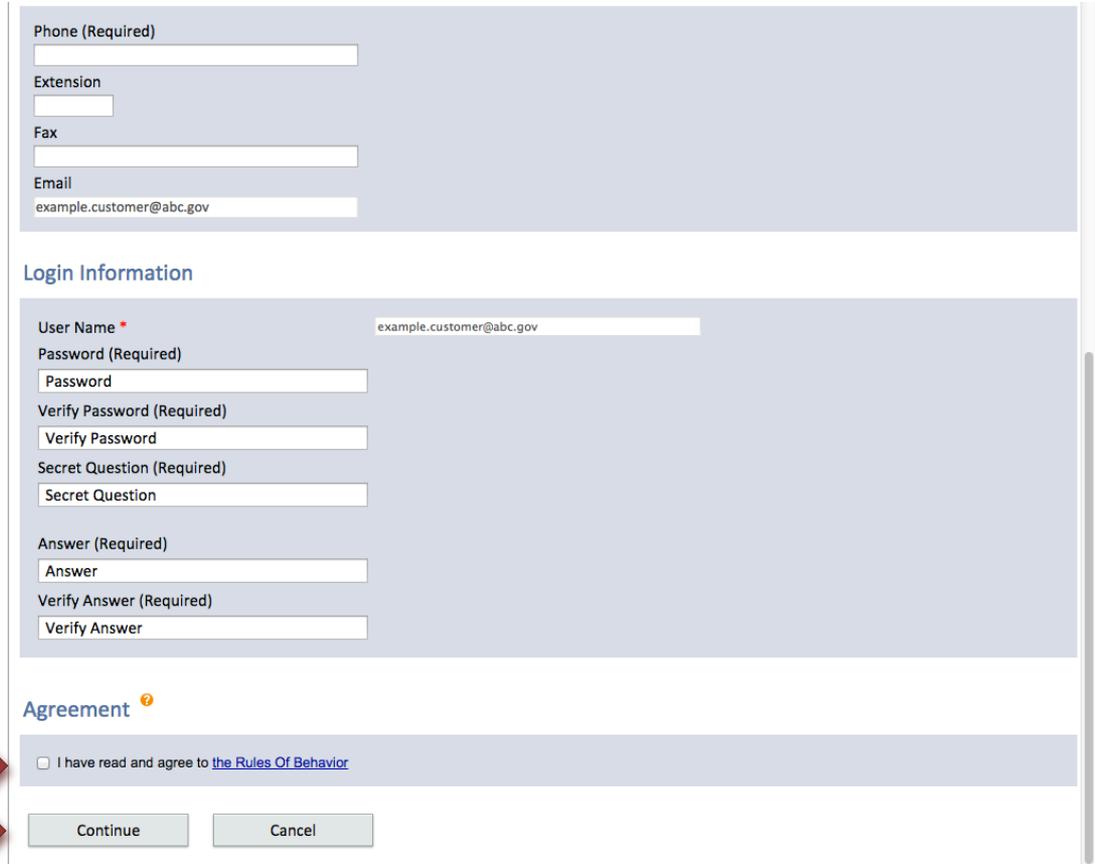
City (Required)

State (Required)

Zip (Required)

New User Registration

- ❖ Complete the Registration Form and agree to the Rules of Behavior before you advance to the confirmation page.
- ❖ Select the link and read the “Rules Of Behavior” then select the check box to confirm your Agreement.
- ❖ Select “Continue” to go to the User Information Review page or “Cancel”.



Phone (Required)
[Text Field]

Extension
[Text Field]

Fax
[Text Field]

Email
example.customer@abc.gov

Login Information

User Name * example.customer@abc.gov

Password (Required)
[Text Field]

Verify Password (Required)
[Text Field]

Secret Question (Required)
[Text Field]

Answer (Required)
[Text Field]

Verify Answer (Required)
[Text Field]

Agreement

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

New User Registration Confirm User Information

- ❖ Review and verify your new user information.
- ❖ Select the “Edit” button to make changes or select the “Confirm” button to complete the user confirmation process.

User Information - Please Review

Salutation	
First Name (Required)	John
	Doe
Position/Job Title	
Organization (Required)	Corporation for National and Community Service Directorate for Economic Analysis Other Example Agency
Address 1 (Required)	123 Example Rd. Fairfax VA 22030
Phone (Required)	555-555-5555
Extension	
Fax	
Email	example.customer@abc.gov



Registration Complete

- ❖ Select the “Go to Login Page” button to return to the login page.

Registration is complete. Please be sure to allow emails coming from 'NITAAC Program Office <nitaachelpdesk@mail.nih.gov>' to come through any SPAM filters configured.

Go to Login Page



Login

- ❖ Login through the “Existing Users” box by entering your email address and password.

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

Existing Users

Yes, I am an NIH Employee

Email Password

[Forgot your password?](#)

New Users

Yes, I am an NIH Employee

Email

Warning Notice

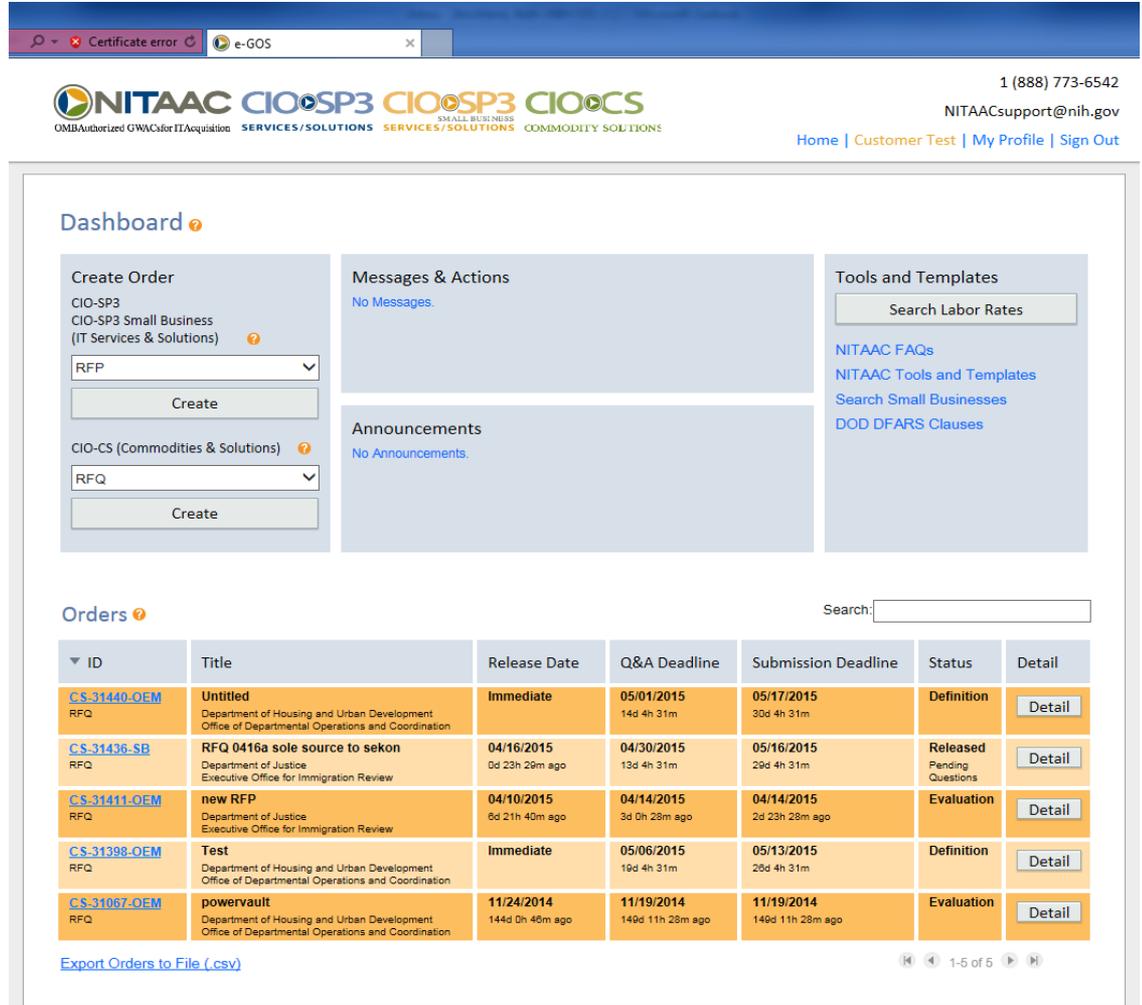
This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

Government Customer Dashboard

Dashboard

- ❖ The Dashboard provides Government Customers access to create and release RFQs, report awards, view messages and actions, and utilize tools and templates.
- ❖ Users create orders for IT services, commodities, and solutions from the dashboard.
- ❖ In the 'Orders' table at the bottom of the screen, Government customers can view and sort their Orders by ID, title, release date, Q&A deadline, submission deadline, or status. The 'Detail' button provides details about the specific RFQ.



The screenshot shows the NITAAC Government Customer Dashboard. At the top, there is a navigation bar with the NITAAC logo and contact information: 1 (888) 773-6542 and NITAACsupport@nih.gov. Below the navigation bar, there are links for Home, Customer Test, My Profile, and Sign Out. The main content area is divided into several sections:

- Create Order:** Two sections for creating orders. The first is for CIO-SP3 Small Business (IT Services & Solutions) with a dropdown menu set to RFP and a 'Create' button. The second is for CIO-CS (Commodities & Solutions) with a dropdown menu set to RFQ and a 'Create' button.
- Messages & Actions:** A section with the text 'No Messages.'
- Announcements:** A section with the text 'No Announcements.'
- Tools and Templates:** A section with a 'Search Labor Rates' button and links to NITAAC FAQs, NITAAC Tools and Templates, Search Small Businesses, and DOD DFARS Clauses.
- Orders:** A table listing various RFQs with columns for ID, Title, Release Date, Q&A Deadline, Submission Deadline, Status, and Detail. Below the table is a search bar and an 'Export Orders to File (.csv)' link.

ID	Title	Release Date	Q&A Deadline	Submission Deadline	Status	Detail
CS-31440-OEM RFQ	Untitled Department of Housing and Urban Development Office of Departmental Operations and Coordination	Immediate	05/01/2015 14d 4h 31m	05/17/2015 30d 4h 31m	Definition	Detail
CS-31436-SB RFQ	RFQ 0416a sole source to sekon Department of Justice Executive Office for Immigration Review	04/16/2015 0d 23h 29m ago	04/30/2015 13d 4h 31m	05/16/2015 29d 4h 31m	Released Pending Questions	Detail
CS-31411-OEM RFQ	new RFP Department of Justice Executive Office for Immigration Review	04/10/2015 6d 21h 40m ago	04/14/2015 3d 0h 28m ago	04/14/2015 2d 23h 28m ago	Evaluation	Detail
CS-31398-OEM RFQ	Test Department of Housing and Urban Development Office of Departmental Operations and Coordination	Immediate	05/06/2015 19d 4h 31m	05/13/2015 25d 4h 31m	Definition	Detail
CS-31067-OEM RFQ	powervault Department of Housing and Urban Development Office of Departmental Operations and Coordination	11/24/2014 144d 0h 46m ago	11/19/2014 149d 11h 28m ago	11/19/2014 149d 11h 28m ago	Evaluation	Detail

Issuing a Request For Quote (RFQ)

Dashboard

❖ Using CIO-CS, Government customers across the Federal Government issue RFQs for a wide variety of IT commodities and solutions at discounted prices.

❖ From the e-GOS dashboard, select “RFQ” from the CIO-CS (Commodities & Solutions) drop down list in the “Create Order” area.



❖ Select the “Create” button. From there, issuing an RFQ entails a quick and easy three step process:

- Step 1: Define the RFQ
- Step 2: Upload the file
- Step 3: Release the RFQ



OMB Authorized GWACs for IT Acquisition SERVICES/SOLUTIONS SERVICES/SOLUTIONS COMMODITY SOLUTIONS

1 (888) 773-6542
NITAACsupport@nih.gov
[Home](#) | [Customer Test](#) | [My Profile](#) | [Sign Out](#)

Dashboard ?

Create Order

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

RFP ▼

Create

CIO-CS (Commodities & Solutions) ?

RFQ ▼

Create

Messages & Actions

[No Messages.](#)

Announcements

[No Announcements.](#)

Tools and Templates

Search Labor Rates

[NITAAC FAQs](#)

[NITAAC Tools and Templates](#)

[Search Small Businesses](#)

[DOD DFARS Clauses](#)

Orders ?

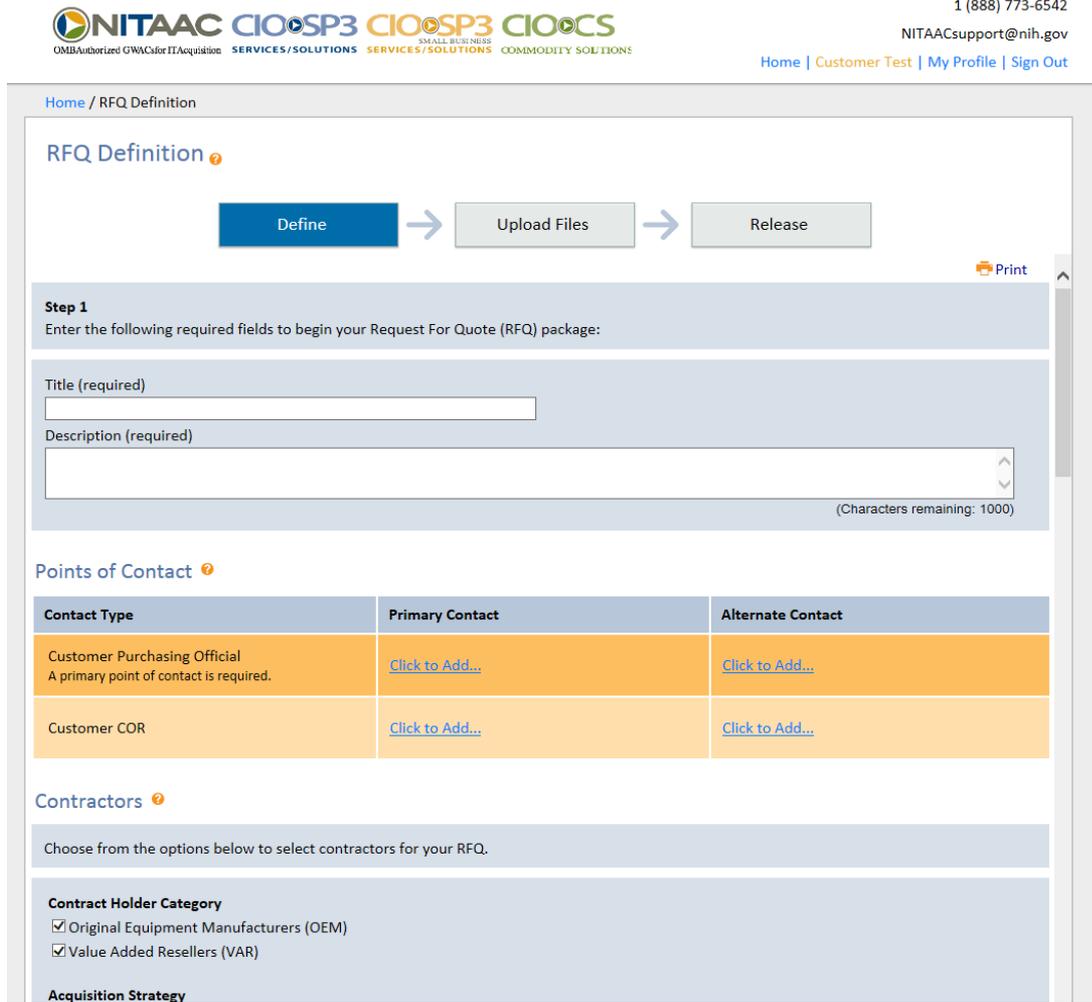
▼ ID	Title	Release Date	Q&A Deadline	Submission Deadline	Status	Detail
CS-31436-SB RFQ	RFQ 0416a sole source to sekon <small>Department of Justice Executive Office for Immigration Review</small>	04/16/2015 <small>0d 3h 39m ago</small>	04/30/2015 <small>14d 0h 21m</small>	05/16/2015 <small>30d 0h 21m</small>	Released <small>Pending Questions</small>	Detail
CS-31411-OEM RFQ	new RFP <small>Department of Justice Executive Office for Immigration Review</small>	04/10/2015 <small>6d 1h 50m ago</small>	04/14/2015 <small>2d 4h 38m ago</small>	04/14/2015 <small>2d 3h 38m ago</small>	Evaluation	Detail
CS-31398-OEM RFQ	Test <small>Department of Housing and Urban Development Office of Departmental Operations and Coordination</small>	Immediate	05/06/2015 <small>20d 0h 21m</small>	05/13/2015 <small>27d 0h 21m</small>	Definition	Detail
CS-31067-OEM RFQ	powervault <small>Department of Housing and Urban Development Office of Departmental Operations and Coordination</small>	11/24/2014 <small>143d 4h 56m ago</small>	11/19/2014 <small>148d 15h 38m ago</small>	11/19/2014 <small>148d 15h 38m ago</small>	Evaluation	Detail

[Export Orders to File \(.csv\)](#)

1-4 of 4

Step 1: Define the RFQ

- ❖ On the RFQ Definition page, fill out the required information associated with the RFQ. Using the scroll bar, scroll through the page.
- ❖ Required fields include: title, description, points of contact, contractors to receive the RFQ, order details (regulatory compliance, delivery dates, evaluation method, email notifications, IGCEs, shipping information, and order processing scheduled (immediate or wait to ship) and if you are accepting or not accepting questions.



The screenshot shows the NITAAC RFQ Definition page. At the top, there are logos for NITAAC, CIO SP3, CIO SP3 (Small Business), and CIO CS. The page is titled "RFQ Definition" and has a navigation bar with "Home / RFQ Definition". Below the title, there are three buttons: "Define", "Upload Files", and "Release", connected by arrows. A "Print" button is also visible. The main content area is divided into sections: "Step 1" with instructions to enter required fields, "Points of Contact" with a table, and "Contractors" with a list of categories and checkboxes.

1 (888) 773-6542
NITAACsupport@nih.gov
[Home](#) | [Customer Test](#) | [My Profile](#) | [Sign Out](#)

Home / RFQ Definition

RFQ Definition

Define → Upload Files → Release

Print

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.	Click to Add...	Click to Add...
Customer COR	Click to Add...	Click to Add...

Contractors

Choose from the options below to select contractors for your RFQ.

Contract Holder Category

- Original Equipment Manufacturers (OEM)
- Value Added Resellers (VAR)

Acquisition Strategy

Step 1: Define the RFQ

- ❖ Determine the Contract Holder Category by selecting “Original Equipment Manufacturer (OEM), Value Added Resellers (VAR) or both categories.
- ❖ Choose the Acquisition Strategy by selecting “Unrestricted” and/or “Small Business”.
- ❖ Select the set aside categories for small businesses in the drop down field. Note: Customers must select a reason for excluding Contract Holders from competition.

Home / RFQ Definition

RFQ Definition

Define → Upload Files → Release

Contractors

Choose from the options below to select contractors for your RFQ.

Contract Holder Category

Original Equipment Manufacturers (OEM)
 Value Added Resellers (VAR)

Acquisition Strategy

Unrestricted Small Business

Set Aside Categories

Small business

Contract Holders Found: 48

Select All/De-Select All Contractors

<input checked="" type="checkbox"/> SEKON ENTERPRISE, INC. (Small business)	<input checked="" type="checkbox"/> SEVATEC INC. (Small business)
<input checked="" type="checkbox"/> A&T Systems (Small business)	<input checked="" type="checkbox"/> Bay State Computers, Inc (Small business)
<input checked="" type="checkbox"/> SOFT TECH CONSULTING, INC. (Small business)	<input checked="" type="checkbox"/> Dynamic Decisions, Inc. (Small business)
<input checked="" type="checkbox"/> Dynamic Systems (Small business)	<input checked="" type="checkbox"/> Eyak Technology LLC (Small business)
<input checked="" type="checkbox"/> Force 3 Inc. (Small business)	<input checked="" type="checkbox"/> Emergent,LLC (Small business)
<input checked="" type="checkbox"/> Intelligent Decisions Inc. (Small business)	<input checked="" type="checkbox"/> Intelligent Enterprise Solutions, LLC. (Small business)
<input checked="" type="checkbox"/> iGOV (MA Federal, Inc.) (Small business)	<input checked="" type="checkbox"/> Red River Computer Co., Inc. (Formerly Mobile Computer Corp.) (Small business)
<input checked="" type="checkbox"/> Panamerica Computer, Inc. (Small business)	<input checked="" type="checkbox"/> Iron Bow Technologies, LLC (Small business)
<input checked="" type="checkbox"/> CAS Severn, Inc. (Formerly Severn Companies, Inc.) (Small business)	<input checked="" type="checkbox"/> Sterling Computers Corp. (Small business)
<input checked="" type="checkbox"/> PC Specialist Inc. dba: Technology Integration Group (Small business)	<input checked="" type="checkbox"/> Telestar Corporation (Small business)
<input checked="" type="checkbox"/> Emtec Federal Inc. (Formerly Westwood Computers) (Small business)	<input checked="" type="checkbox"/> FCN (Small business)
<input checked="" type="checkbox"/> GovPlace (Small business)	<input checked="" type="checkbox"/> Knowledge Information Solutions, Inc. (Small business)
<input checked="" type="checkbox"/> LTI DataComm, Inc. (Small business)	<input checked="" type="checkbox"/> Transource Computers (Small business)
<input checked="" type="checkbox"/> Sirius Enterprise Systems Group (Formerly Denver Solutions Group) (Small business)	<input checked="" type="checkbox"/> Converge Networks Corp. (Small business)
<input checked="" type="checkbox"/> DataTech Enterprise Inc. (dba Acolyst) (Small business)	<input checked="" type="checkbox"/> DLT Solutions (Other than small business)
<input checked="" type="checkbox"/> World Wide Technology (Other than small business)	<input checked="" type="checkbox"/> GovConnection, Inc. (Other than small business)
<input checked="" type="checkbox"/> UNICOM GOVERNMENT, INC. (Other than small business)	<input checked="" type="checkbox"/> Presidio Networked Solutions, Inc. (Other than small business)

Step 1: Define the RFQ

- ❖ State if the RFQ has a brand name justification by selecting “yes” or “no”.
- ❖ Provide which Contract Holders will be notified of the award by selecting the “awardees” and/or “unsuccessful offerors” check boxes.
- ❖ An IGCE is required for all RFQs.
- ❖ Shipping information is required, and can be entered into the fields within the system, or provided in an attachment. Customers can ship products to multiple addresses.

Home / RFQ Definition

RFQ Definition

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

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)

Address (required)

Address 2 (Optional)

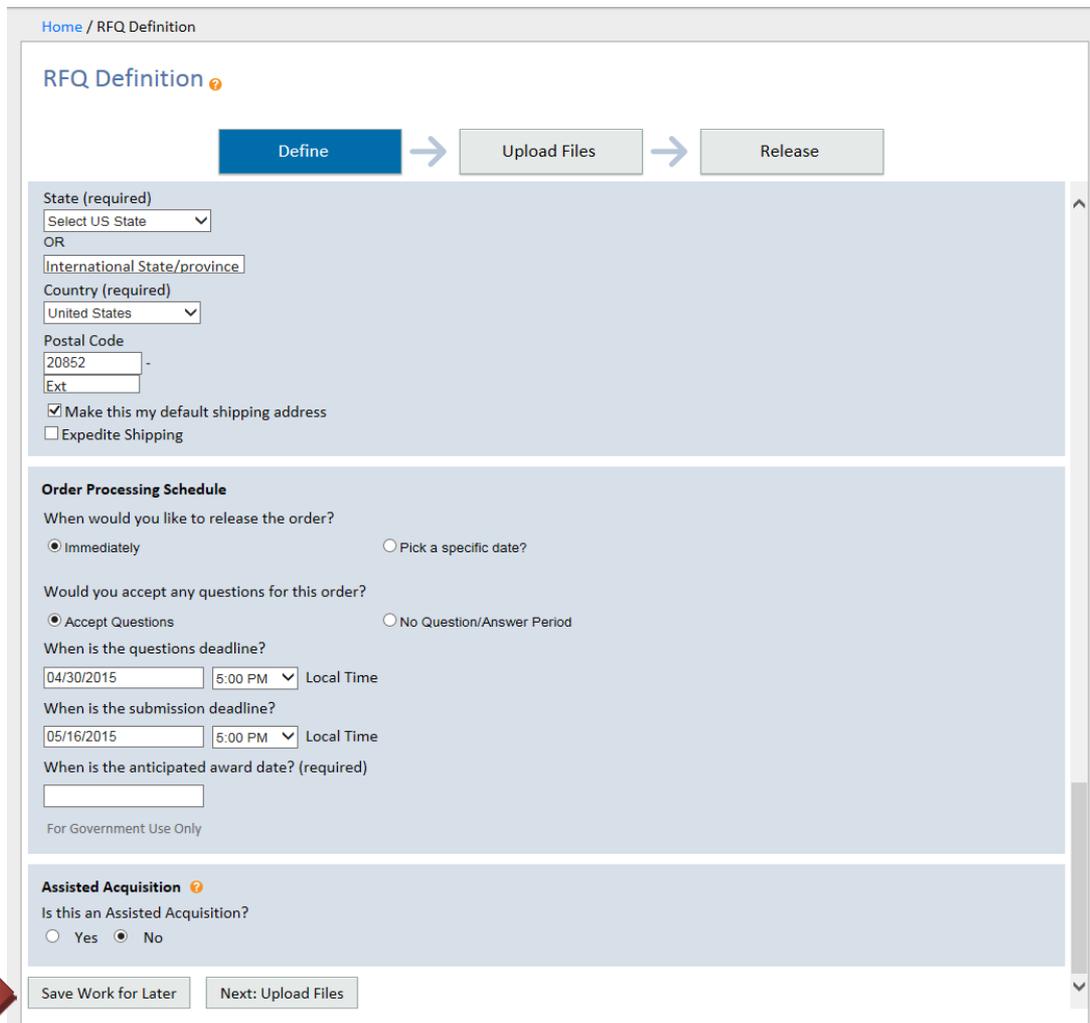
Apartment, suite, floor, etc.

City (required)

State (required)

Step 1: Define the RFQ

- ❖ Determine when the order should be released by selecting “Immediately” or by selecting “Pick a specific date?” and providing the date.
- ❖ Note if you are or are not accepting questions for the order. Select “accept questions” if yes, and “do Question/Answer Period” if no.
- ❖ Provide the anticipated award date, and note if it is an assisted acquisition.
- ❖ Once you have filled out all of the required information select ‘Next: Upload Files’ to move to step two in the process.
- ❖ You may also save your work for later at any time by selecting the ‘Save Work for Later’ button.



Home / RFQ Definition

RFQ Definition

Define → Upload Files → Release

State (required)
Select US State
OR
International State/province

Country (required)
United States

Postal Code
20852 -
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?
04/30/2015 5:00 PM Local Time

When is the submission deadline?
05/16/2015 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 file type from the drop down and enter a document title. Choose a file, and add it to the RFQ by selecting 'Add Document'.
- ❖ Select 'Next: Release' to move to step three in the process.

RFQ Definition  CS-31440

Define → **Upload Files** → Release 

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

Document Type

Document Title

File Upload

Files will be listed below.

Document(s) VISIBLE to Contractors

Files	Title	Document Type	Remove
No documents attached.			

Document(s) HIDDEN from Contractors

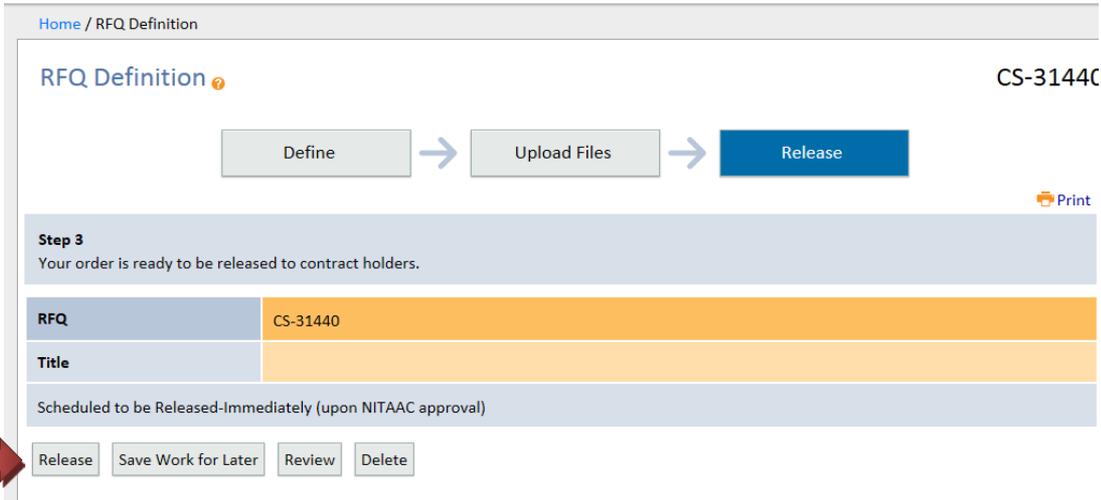
Files	Title	Document Type	Remove
No documents attached.			



Note: Documents do not have to be visible to contractors. These documents will be shown in the Document(s) HIDDEN from Contractors table.

Step 3: Release the RFQ

- ❖ On the Release page you have the ability to review all of the information that has been entered for the RFQ.
- ❖ You may release the RFQ to Contract Holders, save work for later, or delete the RFQ.



The screenshot shows the NITAAC web interface for RFQ Definition. At the top, there are logos for NITAAC, CIO-SP3, and CIO-CS, along with their respective categories: OMB Authorized GWACs for IT Acquisition, SERVICES/SOLUTIONS, SMALL BUSINESS SERVICES/SOLUTIONS, and COMMODITY SOLUTIONS. Contact information (1 (888) 773-65, NITAACsupport@nih.gov) and navigation links (Home, Customer Test, My Profile, Sign C) are also present. The main content area is titled 'RFQ Definition' and includes a breadcrumb 'Home / RFQ Definition'. A progress bar shows three steps: 'Define', 'Upload Files', and 'Release', with 'Release' being the active step. Below this, a message states 'Step 3 Your order is ready to be released to contract holders.' A table displays the RFQ ID 'CS-31440' and the title 'Scheduled to be Released-Immediately (upon NITAAC approval)'. At the bottom, there are four buttons: 'Release', 'Save Work for Later', 'Review', and 'Delete'. A red arrow points to the 'Release' button.

1 (888) 773-65
NITAACsupport@nih.gov
Home | Customer Test | My Profile | Sign C

Home / RFQ Definition

RFQ Definition CS-31440

Define → Upload Files → Release

Print

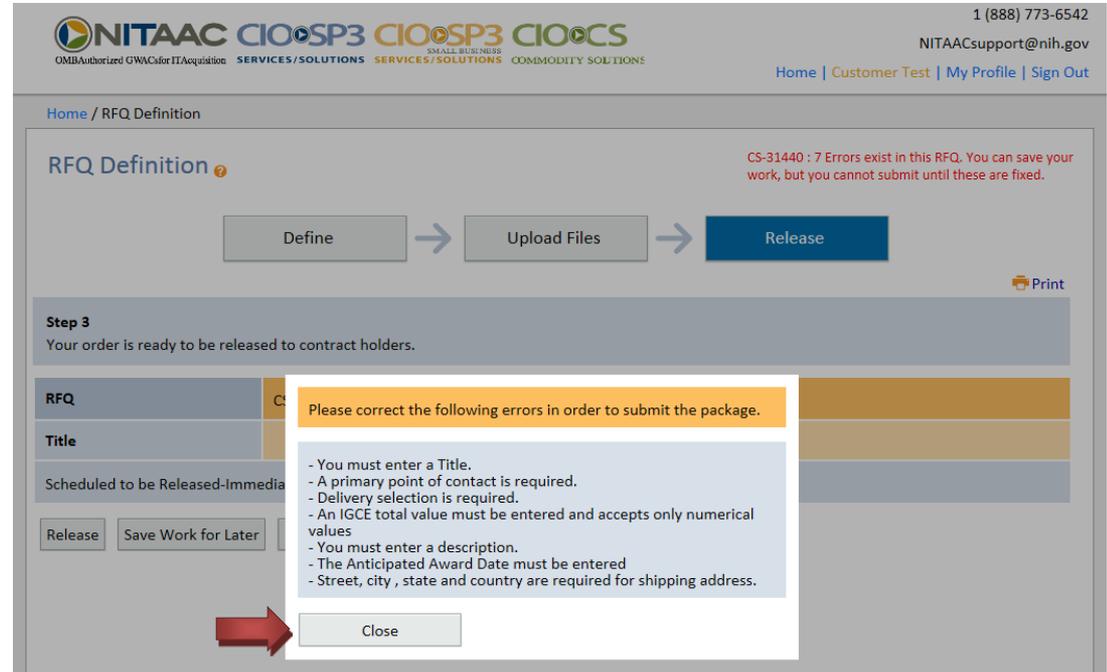
Step 3
Your order is ready to be released to contract holders.

RFQ	CS-31440
Title	Scheduled to be Released-Immediately (upon NITAAC approval)

Release Save Work for Later Review Delete

Request for Quote Errors

- ❖ If required data is missing from the RFQ, the system generates an alert.
- ❖ Close the alert, and update the required information fields.

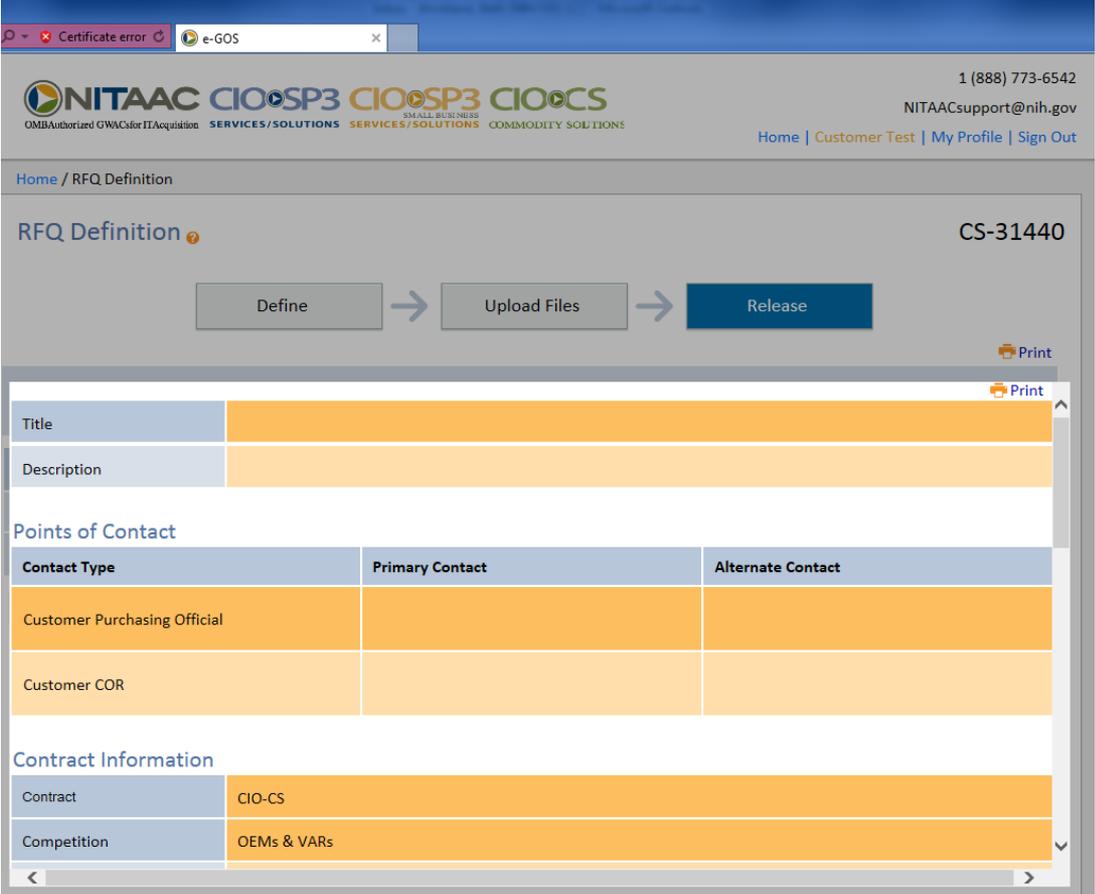


The screenshot displays the NITAAC web interface for RFQ Definition. At the top, there are logos for NITAAC, CIO/SP3, and CIO/CS, along with contact information: 1 (888) 773-6542 and NITAACsupport@nih.gov. A navigation bar includes links for Home, Customer Test, My Profile, and Sign Out. The main content area is titled "RFQ Definition" and shows a progress bar with "Define", "Upload Files", and "Release" steps. A red alert message states: "CS-31440 : 7 Errors exist in this RFQ. You can save your work, but you cannot submit until these are fixed." Below this, a "Step 3" message says "Your order is ready to be released to contract holders." A table lists RFQ details, including "Title" and "Scheduled to be Released-Immediate". A modal dialog box is open, listing errors: "Please correct the following errors in order to submit the package." The errors are: "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.", "The Anticipated Award Date must be entered", and "Street, city, state and country are required for shipping address." A red arrow points to the "Close" button on the modal.

Issuing a RFQ (continued 8)

RFQ Review

- ❖ To review all of the information that has been entered for the RFQ, use the scroll bar on the right of the screen to scroll through the RFQ details.



The screenshot shows the NITAAC e-GOS interface for reviewing an RFQ. The page title is "RFQ Definition" with the ID "CS-31440". Navigation buttons include "Define", "Upload Files", and "Release". The form contains the following sections:

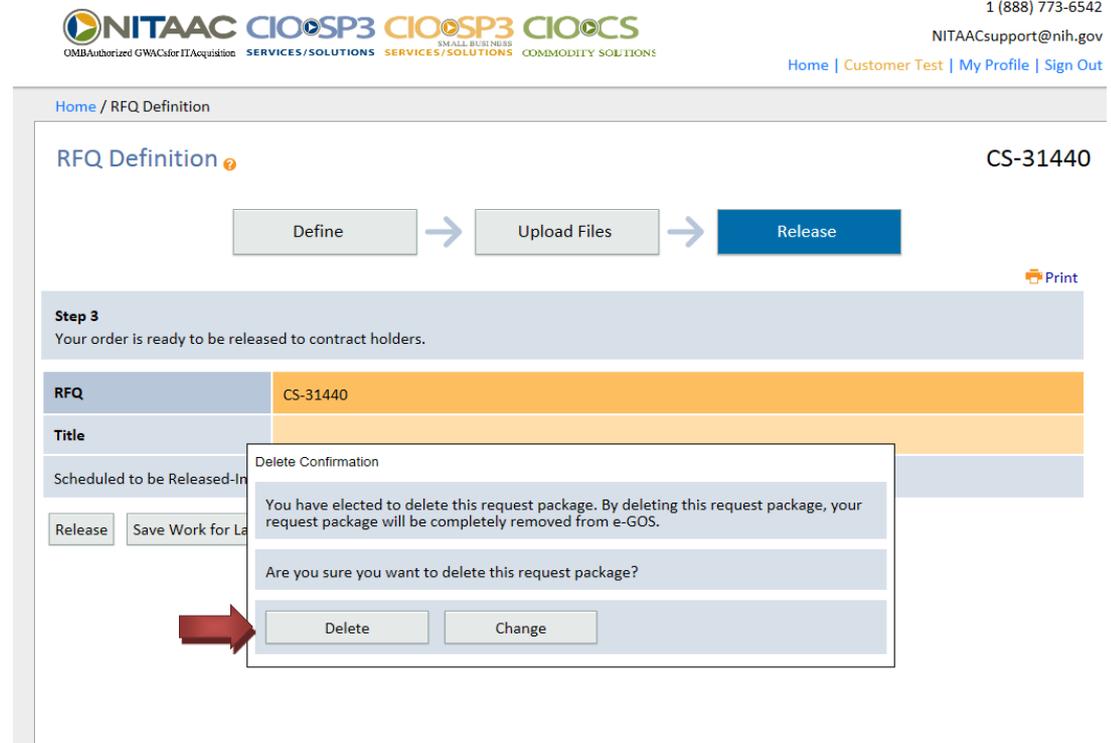
- Title**: [Redacted]
- Description**: [Redacted]
- Points of Contact**:

Contact Type	Primary Contact	Alternate Contact
Customer Purchasing Official	[Redacted]	[Redacted]
Customer COR	[Redacted]	[Redacted]
- Contract Information**:

Contract	CIO-CS
Competition	OEMs & VARs

Issuing a RFQ (continued 9)

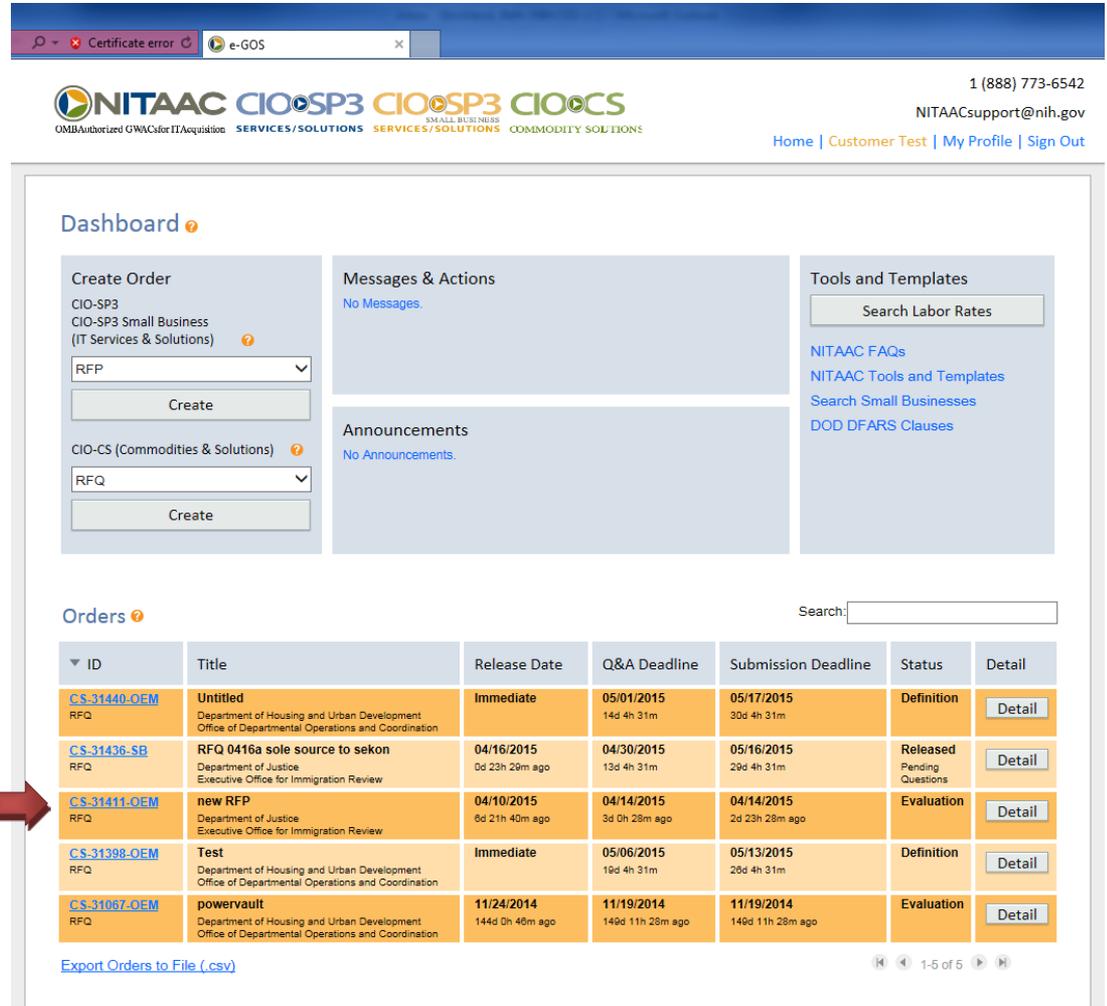
- ❖ To delete the RFQ from e-GOS, select 'Delete'.
- ❖ The system generates the 'Delete Confirmation' verifying that you want to delete the request package.
- ❖ If you want to delete the RFQ from e-GOS, select 'Delete'. If not, select 'Change'.



The screenshot shows the NITAAC web interface for RFQ Definition. At the top, there are logos for NITAAC, CIOOSP3, and CIOOCS. The page title is "Home / RFQ Definition" and the RFQ ID is "CS-31440". A progress bar shows three steps: "Define", "Upload Files", and "Release". Below this, a message states "Step 3 Your order is ready to be released to contract holders." A table lists the RFQ details: RFQ ID (CS-31440), Title, and Scheduled to be Released-In. A "Delete Confirmation" dialog box is open, asking "Are you sure you want to delete this request package?" with "Delete" and "Change" buttons. A red arrow points to the "Delete" button.

Receiving Quotes

- ❖ Government customers receive quotes for IT products from interested and qualified CHs from their dashboard.
- ❖ Selecting the “ID” hyperlink, to see detailed order information.



The screenshot shows the NITAAC e-GOS dashboard. At the top, there is a navigation bar with the NITAAC logo and contact information: 1 (888) 773-6542 and NITAACsupport@nih.gov. Below the navigation bar, the dashboard is divided into several sections: 'Create Order' (with dropdowns for RFP and RFQ), 'Messages & Actions' (No Messages), 'Announcements' (No Announcements), and 'Tools and Templates' (Search Labor Rates, NITAAC FAQs, NITAAC Tools and Templates, Search Small Businesses, DOD DFARS Clauses). The main section is 'Orders', which contains a table of orders. A red arrow points to the 'CS-31411-OEM' order ID in the table.

ID	Title	Release Date	Q&A Deadline	Submission Deadline	Status	Detail
CS-31440-OEM	Untitled Department of Housing and Urban Development Office of Departmental Operations and Coordination	Immediate	05/01/2015 14d 4h 31m	05/17/2015 30d 4h 31m	Definition	Detail
CS-31436-SB	RFQ 0416a sole source to sekon Department of Justice Executive Office for Immigration Review	04/16/2015 0d 23h 29m ago	04/30/2015 13d 4h 31m	05/16/2015 29d 4h 31m	Released Pending Questions	Detail
CS-31411-OEM	new RFP Department of Justice Executive Office for Immigration Review	04/10/2015 8d 21h 40m ago	04/14/2015 3d 0h 28m ago	04/14/2015 2d 23h 28m ago	Evaluation	Detail
CS-31398-OEM	Test Department of Housing and Urban Development Office of Departmental Operations and Coordination	Immediate	05/06/2015 19d 4h 31m	05/13/2015 26d 4h 31m	Definition	Detail
CS-31067-OEM	powervault Department of Housing and Urban Development Office of Departmental Operations and Coordination	11/24/2014 144d 0h 46m ago	11/19/2014 149d 11h 28m ago	11/19/2014 149d 11h 28m ago	Evaluation	Detail

Export Orders to File (.csv) 1-5 of 5

Receiving Quotes (continued 1)

- ❖ The summary screen shows all of the information pertaining to the selected order.
- ❖ Select the 'Compete' button to navigate to the submitted quotes.

Delivery Order [?]

CS-31218-OEM (Evaluation)

Summary Compete Documents Print

Title	dl6	
Description	t	

Points of Contact

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

Contract Information

Contract	CIO-CS
Competition	VARs
Fair Opportunity?	Yes

Regulatory Compliance

Will a brand name justification be used for this purchase?	No
If the order is for products, will the order be equal to or exceed the WTO GPA threshold?	No

Delivery

	Shipping Address:
--	-------------------

Receiving Quotes (continued 2)

- ❖ Within the Q&A section of the Compete tab you will see all released question and answer documents.
- ❖ Select the Quotes tab to see all submitted quotes.

Delivery Order [?] CS-31218-OEM (Evaluation)

Summary **Compete** Documents 

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

Released Question and Answer documents

Date Released	Released Q & A Files
Jan 5, 2015	qa-31218_20150105164607.pdf
	J_8_Sample_20_good.xlsx
Jan 5, 2015	qa-31218_20150105164825.pdf
Jan 7, 2015	qa-31218_20150107150508.pdf
Jan 7, 2015	qa-31218_20150107151611.pdf
	J_8_Sample_20_bad.xlsx

Receiving Quotes (continued 3)

- ❖ The Government customer can view the quotes received from the proposing CHs, and the details and status of each. They can also see the number of no-bids and the reasons why.
- ❖ The Government customer can also download a zip file of the documents for the selected quotes.
- ❖ Select the Contract Holder name to see quote details for a specific quote.

Delivery Order [?] CS-31218-OEM (Evaluation)

Summary **Complete** Documents

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

Quotes Information print

This RFQ was released to 44 Contract Holder(s) on Wednesday, December 31, 2014 1:51 PM Local Time.
The Q&A period ended on Monday, January 12, 2015 5:00 PM Local Time. The RFQ closed on Monday, January 12, 2015 5:00 PM 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"/>
Example Contractor HHSN263999900464	John Doe, john.do@example.com (555) 555-5555	2015 Jan 13 11:10:25	02/08/2015	SB	\$1.02		<input type="checkbox"/>

[Zip the documents for the selected quotes](#)

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
There are 0 no-bids submitted.		

Receiving Quotes (continued 4)

- ❖ The Government customer can view the specifics of each quote in the Quote Details screen.
- ❖ Quote details include CLIN level information as well as Contractor details.
- ❖ Selecting 'Back to Review Quotes' will navigate back to the full list of quotes.
- ❖ Select the 'Report Award' tab to report the award.

Delivery Order [?]
CS-31218-OEM (Evaluation)

Summary

Compete

Documents

Q & A

Amendments[0]

Quotes

Clarify/Discuss

Report Award

Back to Review Quotes

←

print

Example Contractor

Primary Contact	John john.doe@example.com (555) 555-5555
Alternate Contact	
Date Received	2015 Jan 13 11:10:25
Quote Good Until	02/08/2015
Total Price (Including NCAF)	\$1.02
Comments	

[Click to View More Details of CLINs](#)

Contract Holder CLIN #	Manufacturer	Product Title	CIO-CS Price	Quantity	Quote Price	Total Price
33743AA1 <small>Pending NITAAC Approval</small>	AT&T Part #: 13A	AT&T Synaptic Storage as...	\$0.01 Authorized to Sell:Yes	1	\$1.00 Price Justification: t	\$1.00
33743AA2	AT&T Part #: 13A	AT&T Synaptic Storage as...	\$0.01 Authorized to Sell:Yes	1	\$0.01	\$0.01

Expedited Shipping Charges	\$0.00
Total	\$1.01

Awarding and Reporting Dos

- ❖ Notify the Awardees by selecting the associated check box(s).
- ❖ A notification email can also be sent to the Unsuccessful Offerors if the 'Unsuccessful Offerors' check box is selected.

Note: If the Government customer does not make award in the anticipated timeframe, NITAAC contacts the customer and offers assistance.



Delivery Order [?]

CS-31218-OEM (Evaluation)

Summary **Compete** Documents

Q & A Amendments[0] Quotes Clarify/Discuss Report Award [print](#)

Award Decision

Title	CS-31218-OEM: dl6	
Select Awardee(s):	<input checked="" type="checkbox"/> Example Contractor	
Award Date	05/01/2015	

Points of Contact

Points of Contact	Primary Contact	Alternate Contact
Customer Purchasing Official	Miss Govworker Customer [Change] Phone: 30188312 Email: co1@abc.gov	Click to Add...
Customer COR	Click to Add...	Click to Add...

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 [?]

Contract Holder Awardees

Example Contractor
(HHSN26399900464)

Award Information

Awarding and Reporting Dos

(continued 1)

- ❖ The Government customer can then attach any documents to the award.
- ❖ The Government customer can then select a delivery type and add dates.
- ❖ After all selections have been made and required information has been entered select the 'Save and Continue' button.

Delivery Order [?] CS-31218-OEM (Evaluation)

Summary **Compete** Documents

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

Contract Holder Awardees

Example Contractor
(HHSN2639999004641)

Award Information

Order Number: (Listed on Award Document)

Total Award Amount: (For Contract Holder Awardee, including fee)

Attach Document(s) to the RFP:

Document Type (required)

Document Title (required)

File Upload No file chosen

Files	Title	Document Type	Remove
J_8_Sample_20.xlsx	a	Award Document	<input type="button" value="X"/>

Delivery Type:

Period	Start Date	End Date	Award Amount including Fee
			Total: \$0.00

Awarding and Reporting Dos

(continued 2)

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

Delivery Order [?]
CS-31218-OEM (Evaluation)



Please ensure that the Award information is correct before clicking the Submit Award button.

Award Decision

Title	CS-31218-OEM: dl6
Select Awardee(s):	Emergent, LLC
Award Date	 05/01/2015

Points of Contact

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

Contract Holder Awardees

Example Contractor (HHSN2639999004641)

Award Document:	J_8_Sample_20.xlsx
Supporting Document(s):	None
Order Number:	11111111111111
Total Award Amount:	\$23,000.00
Delivery Date:	05/01/2015

Revise

Submit Award

Summary

Step	CIO-CS Process	Purpose
1	New User Registration and Login	The Government customer creates a user name 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.