NITAAC Government-Wide Strategic Solutions (NITAAC-GSS) Category 1 Ordering Guide

The following procedures outlined in this ordering guide support the ordering under NITAAC-GSS Program of product offerings for laptops and desktops that meet or exceed the six standard configurations specified by OMB. This ordering guide also applies to product offerings available through the NITAAC Program for Apple laptops and desktops, tablets, and ruggedized devices. Each CIO-CS Contract Holder was provided fair opportunity to be considered for each order.

Fair Opportunity Requirements: Requirements for meeting fair opportunity can be found in **FAR Part 16.505**. Please call (1.888.773.6542) or email the NITAAC help desk at NITAACSupport@nih.gov if you have any questions.

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

Click **here** for a listing of standard configurations.

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Requirements ≤ $3,500.00

1. Log into e-GOS (If you do not have a login, follow onscreen instructions to self-register)
2. Click on NITAAC-GSS
3. Click on Catalog
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.
6. Click on the product name (e.g., Dell Latitude E5470). This will show all the offerings for the specific product.
7. Click on an offering (e.g., Dell Latitude E5470 (Laptop) $1,139.00), to view specifications details and available options
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.
10. To document quantities for core products and their respective options, click on each contract holder title and, the list of selected products associated to that contract holder will be shown. Each product offering will have a textbox to document quantities. Subsequently, clicking on each product offering will reveal the optional items associated to the product, as well as text boxes to document quantities.
11. 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 printing. Alternatively, to create a PDF document, chose 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.
12. 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 "Configurations" link at the top of the screen

Requirements $3,500.00 ≤ $150,000.00

1. Follow procedures #1 through #7 as specified for **Requirements ≤ $3,500.00**
2. Make selections that meet your requirements, consider price and other factors to determine which product(s) provide the best value. Click on the buttons associated with the chosen product offering and available options. Note: You can select multiple product offering (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).
3. 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.
4. To document quantities for core products and their respective options, click on each contract holder title and, the list of selected products associated to that contract holder will be shown. Each product offering will have a textbox to document quantities. Subsequently, clicking on each product offering will reveal the optional items associated to the product, as well as text boxes to document quantities.
5. 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 printing. Alternatively, to create a PDF document, chose 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.
6. Using the Contract Holder information located directly above the details for each selection, contact the Contract Holder(s) to place an order **OR** issue an e-GOS Request for Quote (RFQ) to a GSS Contract Holder or multiple Contract Holders using the information created from the GSS Print Summary (Step #5 above).

   To issue a CIO-CS GSS RFQ:
   a. Under CIO-CS select RFQ and then click on Create
   b. Under "Contract Holder Selection" check the box marked "Government Wide Strategic Solutions (GSS)"
   c. Choose the intended recipients by selecting/deselecting the Contract Holder names and then complete the normal RFQ process

Continued Requirements $3,500.00 ≤ $150,000.00

7. Generate an order using your agency contract writing system (a government purchase card may also be used) to place the order

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 if the contracting official uses the information available to ensure that each awardee has been provided a fair opportunity to be considered for each order.

To go back to the GSS Catalog click on the "Configurations" link at the top of the screen

Requirements $150,000.00 ≤ $5.5 million

1. Follow procedures #1 through #3 as specified for **Requirements ≤ $3,500.00**
2. Review GSS standard configurations to determine which configuration(s) meet your requirement(s)
3. Click on the Additional Specifications 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
    a. Under CIO-CS select RFQ and then click on Create
5. Under "Contract Holder Selection" check the box marked "Government Wide Strategic Solutions (GSS)"
    a. By selecting this option, the RFQ will only be released to GSS Contract Holders
    b. If you are restricting to one manufacturer, you are required to upload an exception to fair opportunity
6. 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.

Requirements > $5.5 million

1. Follow the procedures as specified for **Requirements $150,000.00 ≤ $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.