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.

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 with **e-GOS Login**

**If you don’t have a login, follow onscreen instructions to self-register**

2. Under Strategic Solutions, click **Strategic Solutions**

3. View all OMB and Non-OMB compliant offerings. Search for a specific product at the top of the page, or filter through categories such as OMB compliant devices or narrow it down to specific brands and device types

4. Click on a product cart to view all offerings for the product

5. Choose up to 3 products to compare, using **Compare**

6. Scroll through for a side-by-side comparison of product specifications and add-ons

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**Specs Comparison**

<table>
<thead>
<tr>
<th>Product</th>
<th>OS</th>
<th>RAM</th>
<th>Hard Drive</th>
<th>Graphics</th>
<th>Optical Drive</th>
<th>Display</th>
<th>Sound</th>
<th>Speaker</th>
<th>Keyboard</th>
<th>Webcam</th>
<th>Microphone</th>
<th>Bluetooth</th>
<th>Smart Card</th>
<th>Network</th>
<th>Ports</th>
<th>Expansion Slots</th>
<th>Delivery Time</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Latitude E5480</td>
<td>Windows 10 Professional English, Spanish 64bit</td>
<td>2GB (4x2GB) 1400MHz DDR3L Memory</td>
<td>1.25 inch 256GB SATA Class 20 Solid State Drive</td>
<td>Nvidia GeForce 1240M with dual monitor support</td>
<td>Not Included</td>
<td>12.0”</td>
<td>integrated microphone</td>
<td>External Single Pointing Keyboard</td>
<td>Windows Vista English, 8bit</td>
<td>40 days</td>
<td>2.5 lbs.</td>
<td>Lock slot not included</td>
<td>Intel® Processor-AC 7263112 Wi-Fi /RJ-45 Single Pointing Card reader</td>
<td>TC 2.0 LE Wireless Card (2X2) integrated microphone</td>
<td>2 USB 3.0</td>
<td>1 Universal Jack</td>
<td>2.5 inch 256GB SATA Class 20 Solid State Drive</td>
<td>40 days</td>
</tr>
<tr>
<td>Dell Latitude E5450</td>
<td>Windows 7 Professional English, French, Spanish 64bit</td>
<td>8GB (1x8GB) 1600MHz DDR3L Memory</td>
<td>2.5 inch 256GB Solid State Drive</td>
<td>Nvidia GeForce 840M with dual monitor support</td>
<td>Included</td>
<td>14.0”</td>
<td>integrated microphone</td>
<td>Internal Single Pointing Keyboard, English (spill-proof keyboard)</td>
<td>Windows 10 Professional English, Spanish 64bit</td>
<td>30 days</td>
<td>3.98 lbs.</td>
<td>XD slot</td>
<td>Intel® Dual Band Wireless-AC 7265 802.11AC Wi-Fi /RJ-45 Integrated FIPS approved Smart Card Reader Single Pointing BT 4.0 LE Wireless Card (2X2) integrated microphone</td>
<td>3 USB 3.0 (one with PowerShare)</td>
<td>FIPS Certified TPM</td>
<td>2USB 3.0 (one with PowerSource)</td>
<td>FIPS Certified TPM</td>
<td>Not Included</td>
</tr>
<tr>
<td>HP-ProBOOK 650 G3</td>
<td>Windows 10 English</td>
<td>2TB (1x2TB) 800MHz DDR3L Memory</td>
<td>4 inch 256GB Solid State Drive</td>
<td>Lydia 250M with multi monitor support</td>
<td>Included</td>
<td>16.5”</td>
<td>integrated microphone</td>
<td>English (spill-proof keyboard)</td>
<td>Windows Vista English, 8bit</td>
<td>15 days</td>
<td>2.65 lbs.</td>
<td>XD slot</td>
<td>Intel® Dual Band Wireless-AC 7200 802.11AC Wi-Fi /RJ-45 Smart Card Reader Single Pointing BT 4.0 LE Wireless Card (2X2) integrated microphone</td>
<td>2USB 3.0 (one with PowerSource)</td>
<td>FIPS Certified TPM</td>
<td>Built-in Input</td>
<td>FIPS Certified TPM</td>
<td>Not Included</td>
</tr>
</tbody>
</table>

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**Remove from Comparison**

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**LAPTOP**

- **OMB**
  - Dell Latitude E5480
  - Dell Latitude E5450
  - HP-ProBOOK 650 G3

- **NON-OMB**
  - Dell Latitude E5450
  - HP-ProBOOK 650 G3
7. Once the products are listed, click to explore the details of your selection

8. Once you’ve selected a product, use the secondary navigation to explore the details of your selection

9. Add the product to your cart, and select Review Order
10. In the review order page your products are split into orders based on the vendor you are ordering those products from.

11. You can email your individual order summaries to share with another colleague, or download the summary for your records or sharing.

12. If the order is less than the Simplified Acquisition Threshold of $150,000 and you are a Warranted Contracting Officer, or an Authorized Purchase Card Holder, you can place the order directly using the “Checkout” button and follow the steps needed to gather contact information.

13. If your order is above the Simplified Acquisition Threshold of $150,000, you may compete this large requirement among several vendors by issuing an RFQ or by e-mailing your cart to your ordering official.

14. After placing an order you can view a history and status of that order by going to the “Orders” dropdown at the top of the page and clicking on “Placed Orders.”