



IT e-mart Request for Quote (RFQ) Tutorial



February 2013

Purpose

- **CHES IT e-mart RFQ Process**
 - How to create and submit an RFQ (pgs 3-12)
 - How to view RFQ responses from vendors (pg 15)
 - How to manage your RFQ's
 - Deleting and RFQ (pg 16)
 - Issuing a Re-Quote (pgs 17-19)

Create and Submit an RFQ



Step 1 – Access the RFQ Manager

The screenshot shows the ARMY CHESS website interface. At the top, there is a navigation bar with links for Contact Us, Feedback, FAQ, Sitemap, My Account, and Logout, along with Customer Support information. Below this is the main header with the ARMY CHESS logo and the tagline "Army's designated 'primary source' for commercial IT". A horizontal navigation bar contains tabs for Hardware, Software, Services, RFQ/RFP, Consolidated Buy, Resources, and About CHESS. The main content area is a grid of six categories, each with a list of links: Hardware (PC/Notebook/Printer/VTC, Servers, Networking, VTC, Unified Capabilities Product List), Software (All Software Agreements, Microsoft, Army Software Downloads), Services (ITES-2S Ordering Guide, Online RFP Tool, ITES-2S Vendor Email List), Consolidated Buy (Product & Prices, Schedule, Exceptions), CHESS Training (CHESS 101 Briefing, Ordering Guides, RFQ Tutorials), and Other Links (RFQ/RFP, Waivers, Policy). The "RFQ/RFP" link in the Other Links section is circled in red, and a red arrow points from a yellow callout box to it. The callout box contains the text "Click on 'RFQ/RFP' link". At the bottom of the page, there are sections for Mission, Featured (Adobe/Windchill Licenses), News, and FAQs.

Click on
"RFQ/RFP" link

<https://chess.army.mil>

Step 2 – Log into the RFQ Manager

Authenticate

Contact Us | Feedback | FAQ | Sitemap | Login | Register Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

ARMY CHES
COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS

Army's designated "primary source" for commercial IT

Hardware Software Services RFQ/RFP Consolidated Buy Resources About CHES

Hardware

Contracts
DoD UC APL
Ordering Guides
Consolidated Buy
RFQ
Waivers

Log On
Please enter your user name and password. [Register](#) if you don't have an account.

Account Information

Email

Password

CAC Login to AKO/DKO

By clicking the Login button above, you agree to comply with the Terms of Use listed at the bottom

Log In **Non-Army** **Army**

After logging in you will be returned to the home page – click on the RFQ/RFP link again

Scheduled Web site Outages: Saturdays between 2-5 AM EST and the 2nd & 4th Tuesday of the month between 7-12 PM EST. Any other non-scheduled outages will be posted as a banner at the top of the page.

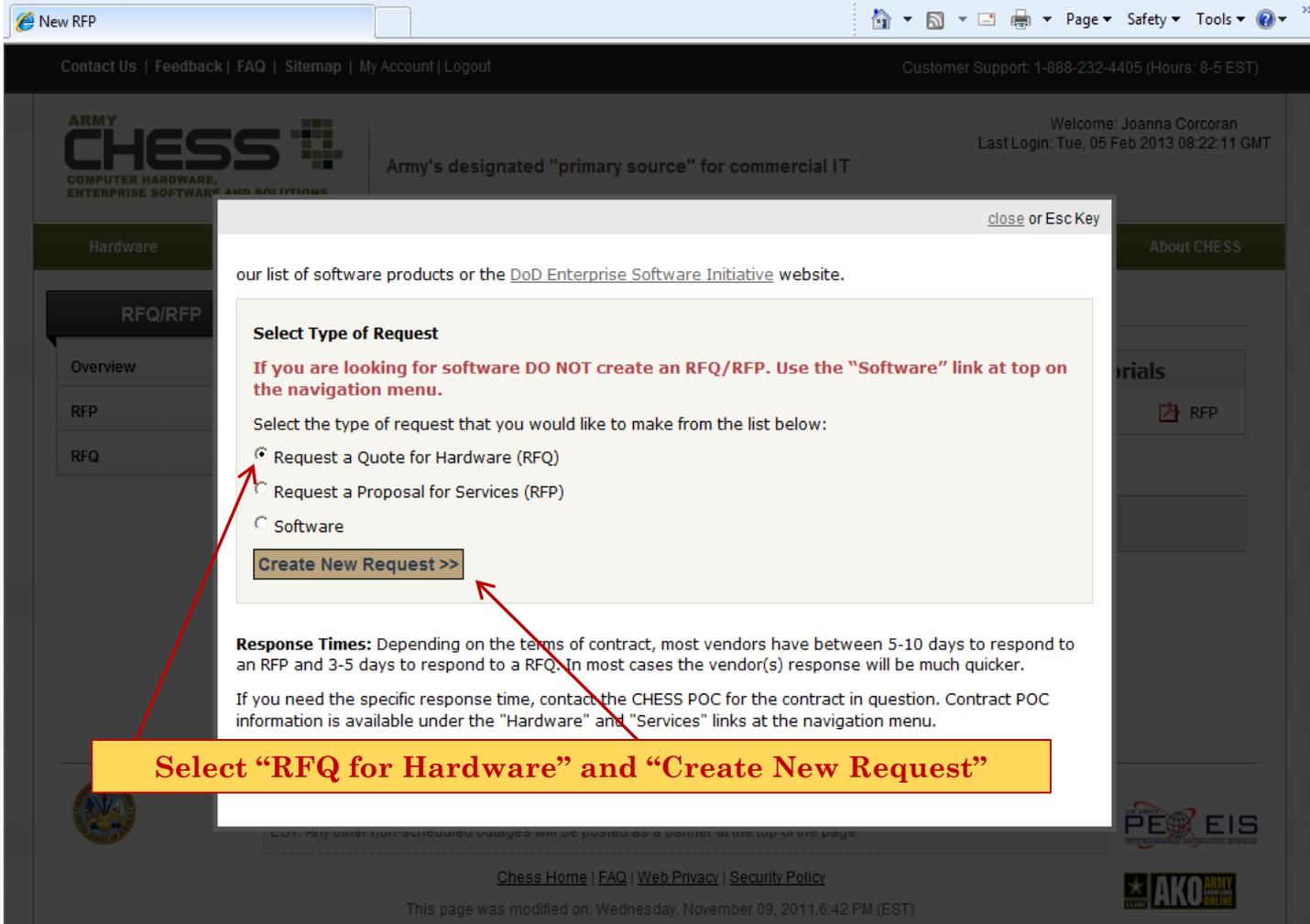
[Chess Home](#) | [FAQ](#) | [Web Privacy](#) | [Security Policy](#)

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Step 3 – Create a new RFQ

The screenshot shows the ARMY CHES website interface. At the top, there is a navigation bar with links for Contact Us, Feedback, FAQ, Sitemap, My Account, and Logout. Below this is a header section with the ARMY CHES logo and the text "Army's designated 'primary source' for commercial IT". A navigation menu contains tabs for Hardware, Software, Services, RFQ/RFP, Consolidated Buy, Resources, and About CHES. The main content area is titled "RFQ / RFP Manager" and includes a sidebar with "Overview", "RFP", and "RFQ" options. The main panel has tabs for "RFQ-Hardware" and "RFP-Services". Below these tabs is a row of buttons: "Create", "Sent", "Responses", "Expired", and "Search". The "Create" button is circled in red, and a red arrow points from a yellow callout box containing the text "Select 'Create'" to it. To the right of the main panel is a "Tutorials" section with links for "RFQ" and "RFP". At the bottom of the page, there is a footer with a "Scheduled Web site Outages" notice, a "Chess Home" link, and a date stamp: "This page was modified on: Wednesday, November 09, 2011, 6:42 PM (EST)".

Step 4 – Select RFQ for Hardware



New RFP

Contact Us | Feedback | FAQ | Sitemap | My Account | Logout

Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

Welcome: Joanna Corcoran
Last Login: Tue, 05 Feb 2013 08:22:11 GMT

ARMY
CHESS
COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS

Army's designated "primary source" for commercial IT

Hardware

RFQ/RFP

Overview

RFP

RFQ

About CHES

Materials

RFP

close or Esc Key

our list of software products or the [DoD Enterprise Software Initiative](#) website.

Select Type of Request

If you are looking for software DO NOT create an RFQ/RFP. Use the "Software" link at top on the navigation menu.

Select the type of request that you would like to make from the list below:

- Request a Quote for Hardware (RFQ)
- Request a Proposal for Services (RFP)
- Software

[Create New Request >>](#)

Response Times: Depending on the terms of contract, most vendors have between 5-10 days to respond to an RFP and 3-5 days to respond to a RFQ. In most cases the vendor(s) response will be much quicker.

If you need the specific response time, contact the CHES POC for the contract in question. Contract POC information is available under the "Hardware" and "Services" links at the navigation menu.

Select "RFQ for Hardware" and "Create New Request"

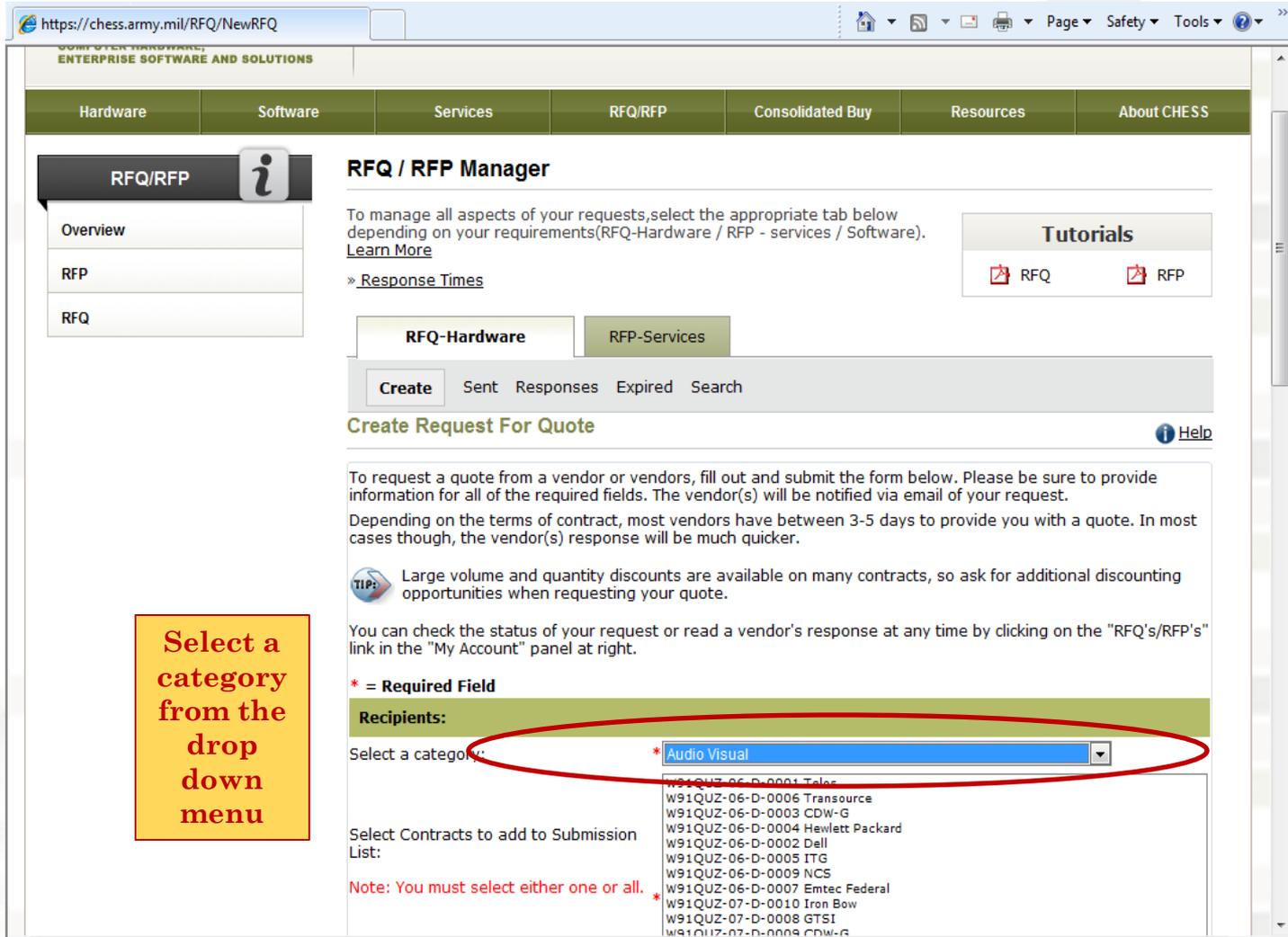
Chess Home | FAQ | Web Privacy | Security Policy

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COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS

AKO ARMY ONLINE

Step 5 – Select a Category



The screenshot shows the 'RFQ / RFP Manager' page in a web browser. The browser address bar shows 'https://chess.army.mil/RFQ/NewRFQ'. The page has a navigation menu with 'Hardware', 'Software', 'Services', 'RFQ/RFP', 'Consolidated Buy', 'Resources', and 'About CHESS'. The 'RFQ/RFP' section is active, showing a sidebar with 'Overview', 'RFP', and 'RFQ'. The main content area is titled 'RFQ / RFP Manager' and includes instructions on how to manage requests. There are tabs for 'RFQ-Hardware' and 'RFP-Services', with 'RFQ-Hardware' selected. Below the tabs are buttons for 'Create', 'Sent', 'Responses', 'Expired', and 'Search'. A 'Create Request For Quote' section is visible, with a 'Help' icon. A red circle highlights a dropdown menu labeled 'Select a category:' with 'Audio Visual' selected. Below the dropdown is a list of contract numbers. A yellow callout box on the left contains the text 'Select a category from the drop down menu'.

Select a category from the drop down menu

RFQ / RFP Manager

To manage all aspects of your requests, select the appropriate tab below depending on your requirements (RFQ-Hardware / RFP - services / Software). [Learn More](#)

» [Response Times](#)

Tutorials

RFQ RFP

RFQ-Hardware RFP-Services

Create Sent Responses Expired Search

Create Request For Quote [Help](#)

To request a quote from a vendor or vendors, fill out and submit the form below. Please be sure to provide information for all of the required fields. The vendor(s) will be notified via email of your request. Depending on the terms of contract, most vendors have between 3-5 days to provide you with a quote. In most cases though, the vendor(s) response will be much quicker.

TIP: Large volume and quantity discounts are available on many contracts, so ask for additional discounting opportunities when requesting your quote.

You can check the status of your request or read a vendor's response at any time by clicking on the "RFQ's/RFP's" link in the "My Account" panel at right.

* = Required Field

Recipients:

Select a category: **Audio Visual**

Select Contracts to add to Submission List:

- W91QUZ-06-D-0001 Telar
- W91QUZ-06-D-0006 Transource
- W91QUZ-06-D-0003 CDW-G
- W91QUZ-06-D-0004 Hewlett Packard
- W91QUZ-06-D-0002 Dell
- W91QUZ-06-D-0005 ITG
- W91QUZ-06-D-0009 NCS
- W91QUZ-06-D-0007 Emtec Federal
- W91QUZ-07-D-0010 Iron Bow
- W91QUZ-07-D-0008 GTSI
- W91QUZ-07-D-0009 CDW-G

Note: You must select either one or all.

Step 6 – Select Vendors

https://chess.army.mil/RFQ/NewRFQ

RFQ

RFQ-Hardware RFP-Services

Create Sent Responses Expired Search

Create Request For Quote [Help](#)

To request a quote from a vendor or vendors, fill out and submit the form below. Please be sure to provide information for all of the required fields. The vendor(s) will be notified via email of your request.
 Depending on the terms of contract, most vendors have between 3-5 days to provide you with a quote. In most cases though, the vendor(s) response will be much quicker.

TIP: Large volume and quantity discounts are available on many contracts, so ask for additional discounting opportunities when requesting your quote.

You can check the status of your request or read a vendor's response at any time by clicking on the "RFQ's/RFP's" link in the "My Account" panel at right.

*** = Required Field**

Recipients:

Select a category: * Audio Visual

Select Contracts to add to Submission List:

Note: You must select either one or all. *

Select All **Deselect All**

W91QUZ-06-D-0001 Telos
 W91QUZ-06-D-0006 Transource
 W91QUZ-06-D-0003 CDW-G
 W91QUZ-06-D-0004 Hewlett Packard
 W91QUZ-06-D-0002 Dell
 W91QUZ-06-D-0005 ITG
 W91QUZ-06-D-0009 NCS
 W91QUZ-06-D-0007 Emtec Federal
 W91QUZ-07-D-0010 Iron Bow
 W91QUZ-07-D-0008 GTSI
 W91QUZ-07-D-0009 CDW-G
 W91QUZ-07-D-0007 IBM
 W91QUZ-07-D-0011 World Wide Technology
 W91QUZ-07-D-0006 Dell

Request Details:

Enter a name for your Request: *

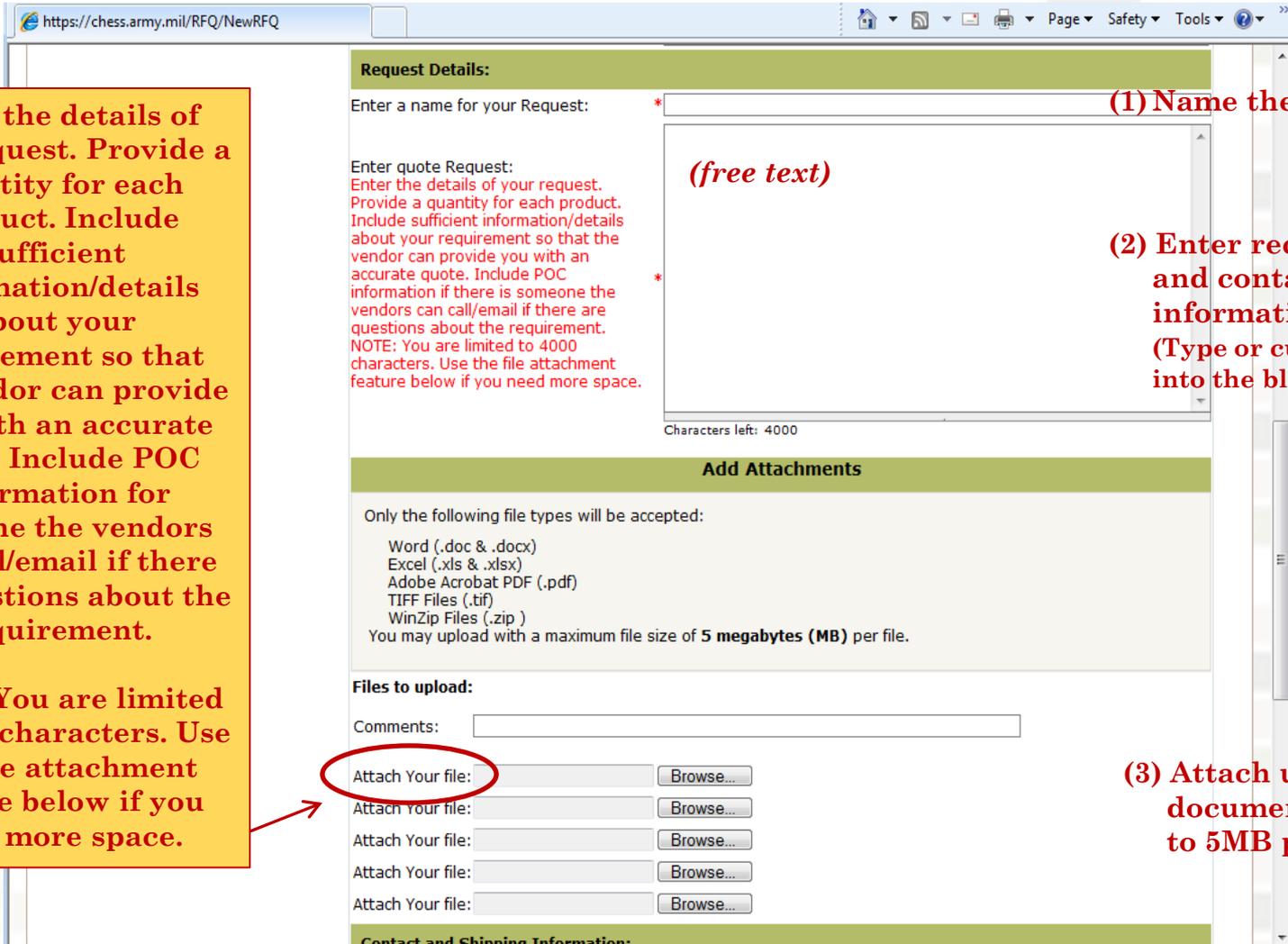
Enter quote Request:
 Enter the details of your request.
 Provide a quantity for each product.

Select all vendors unless the requirement meets one of the exceptions as defined in FAR 16.505 (b) or DFARS 216.505-70.

Step 7 – Enter Requirement

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information for someone the vendors can call/email if there are questions about the requirement.

NOTE: You are limited to 4,000 characters. Use the file attachment feature below if you need more space.



The screenshot shows a web browser window at <https://chess.army.mil/RFQ/NewRFQ>. The page has a green header with the text "Request Details:". Below this is a form with several sections:

- Request Details:** A text input field for "Enter a name for your Request:" with a red asterisk. To its right is the annotation "(1) Name the RFQ".
- Enter quote Request:** A large text area with a red asterisk. The text inside says "(free text)". To its right is the annotation "(2) Enter requirement and contact information (Type or cut & paste into the block)".
- Add Attachments:** A section with a green header. It lists accepted file types: Word (.doc & .docx), Excel (.xls & .xlsx), Adobe Acrobat PDF (.pdf), TIFF Files (.tif), and WinZip Files (.zip). It also states "You may upload with a maximum file size of 5 megabytes (MB) per file."
- Files to upload:** A section with a "Comments:" text input field. Below it are five rows, each with "Attach Your file:" and a "Browse..." button. The first "Attach Your file:" label is circled in red, with an arrow pointing to the yellow instruction box on the left.
- Contact and Shipping Information:** A section partially visible at the bottom.

(1) Name the RFQ

(2) Enter requirement and contact information
(Type or cut & paste into the block)

(3) Attach up to 5 documents (up to 5MB per file)

Step 8 – Enter Shipping Info & Submit Completed RFQ

https://chess.army.mil/RFQ/NewRFQ

Attach Your file: Browse...

Contact and Shipping Information:

Add your contact information to this request: * Yes

Originator State, Zip:

Multiple shipping addresses: * No

Shipping: * CONUS

(free text)

Shipping Instructions:
Enter countries, multiple addresses or any other special instructions that would assist the vendor. NOTE: You are limited to 4000 characters.

Characters left: 4000

 Scheduled Web site Outages: Saturdays between 2-5 AM EST and the 2nd & 4th Tuesday of the month between 7-12 PM EST. Any other non-scheduled outages will be posted as a banner at the top of the page.

[Chess Home](#) | [FAQ](#) | [Web Privacy](#) | [Security Policy](#)

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(1) Select CONUS or OCONUS

(2) Enter Shipping Information

(3) Click to submit RFQ

View of successfully submitted RFQ

RFQ

RFQ-Hardware RFP-Services

Create Sent Responses Expired Search

Request for Quote Success
The following RFQs were created successfully.

Request ID: RFQ-20130205-100026-100009-257472562
Request Name: TEST RFQ FOR CHES
Contract: W91QUZ-06-D-0001 (ADMC-2) Telos
Request ID: RFQ-20130205-100026-100036-257472563
Request Name: TEST RFQ FOR CHES
Contract: W91QUZ-06-D-0006 (ADMC-2) Transource
Request ID: RFQ-20130205-100026-100002-257472564
Request Name: TEST RFQ FOR CHES
Contract: W91QUZ-06-D-0003 (ADMC-2) CDW-G
Request ID: RFQ-20130205-100026-100020-257472565
Request Name: TEST RFQ FOR CHES
Contract: W91QUZ-06-D-0004 (ADMC-2) Hewlett Packard
Request ID: RFQ-20130205-100026-100006-257472566
Request Name: TEST RFQ FOR CHES
Contract: W91QUZ-06-D-0002 (ADMC-2) Dell
Request ID: RFQ-20130205-100026-100037-257472567
Request Name: TEST RFQ FOR CHES

View shows all of the vendors that will receive the RFQ

The RFQ Process After Submission

- Customer and vendor receive RFQ notification via email from CHES IT e-mart.
- The vendor responds to the RFQ.
- The customer receives email notification that RFQ responses have been posted to the customer RFQ Manager.
- The customer logs back into the RFQ Manager to view responses.

Viewing RFQ Responses



View RFQ Responses

- Log into RFQ/RFP Manager
- RFQ responses will appear under the RFQ Responses Tab
- Click on the RFQ ID to open vendor response

RFQ-Hardware | RFP-Services

Create Sent **Responses** Expired Search

RFQ ID:

Click RFQ ID for Response Details

<< Page 1 of 1 >> [Refresh Grid]

RFQ ID: 257448167

Submitted Date: 9/13/2012 **Reference Number:** RFQ ID: 257448168 - 257448167

Grand Total: **Contact:** Melissa Vaclavik Proposals Senior Analyst Dell | U.S. Army, in support of CHES RFQ's Direct: 512-513-8271 email: Melissa_Vaclavik@Dell.com office hours: 7:00am to 4:00pm (CST)

Request Name: test;

Acknowledge: YES **Responded:** YES

Due Date:

Expired Date:

RFQ ID: RFQ

Search

RFQ VenDetails close or Esc Key

RFQ Vendor Response Details

RFQ ID: 257448167
Proposal Name: test

Responder

Company: Dell
Created by: Patrick Dunlop
Email: patrick.a.dunlop2.ctr@us.army.mil

Response

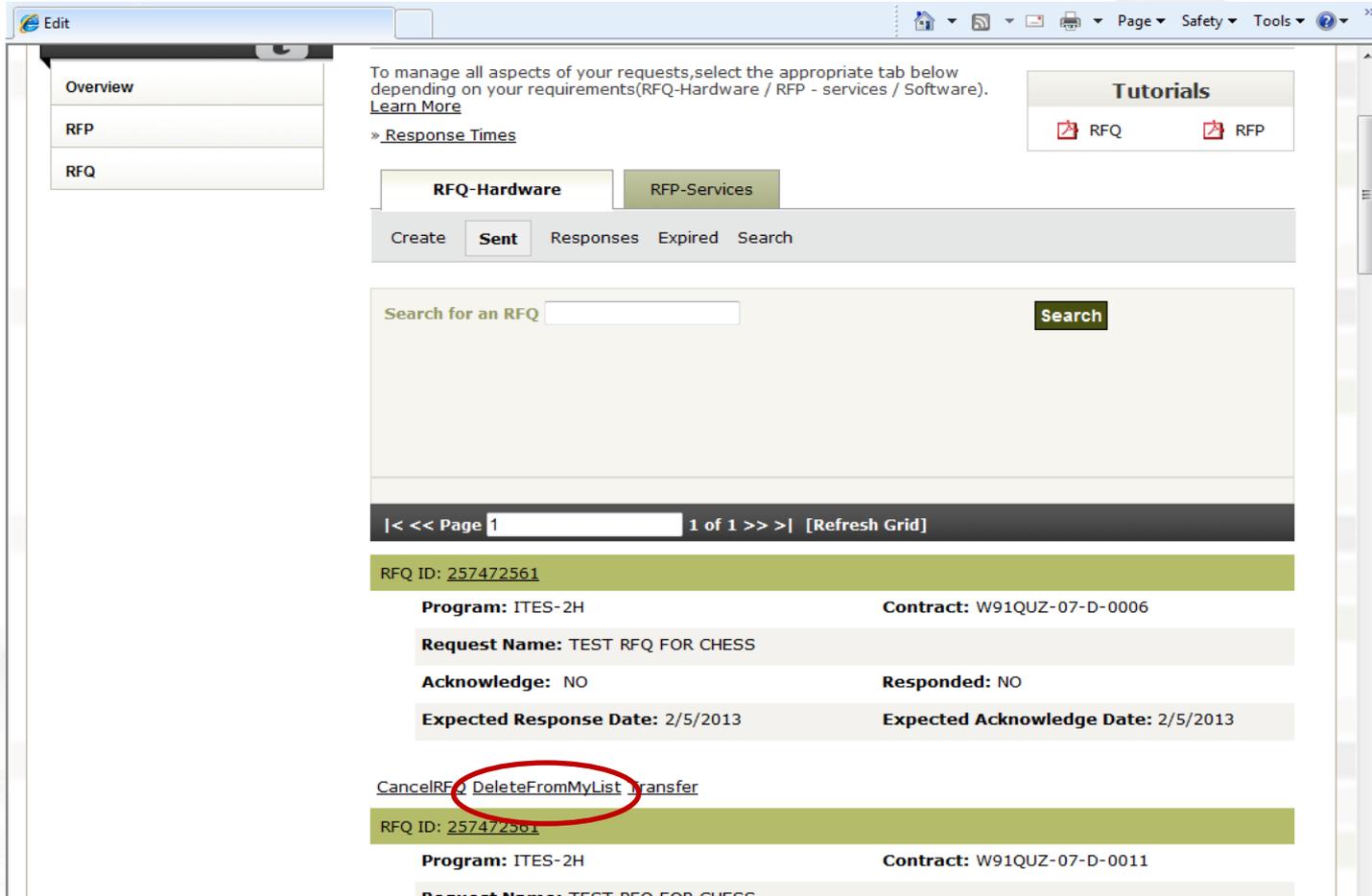
Vendor Response ID: 257442617
Created On: 9/13/2012
Reference Number: RFQ ID: 257448168 - 257448167
Vendor Response Comments: Test received. Phone number reading (123) 123-1234; zip code reading PO/12345. No attachment, if one was loaded.
Grand Total:

Contact Information: Melissa Vaclavik Proposals Senior Analyst Dell | U.S. Army, in support of CHES RFQ's Direct: 512-513-8271 email: Melissa_Vaclavik@Dell.com office hours: 7:00am to 4:00pm (CST)

Attachments by Customer:

Deleting an RFQ

- RFQs can be deleted in the Sent view by clicking on the DeleteFromMyList link



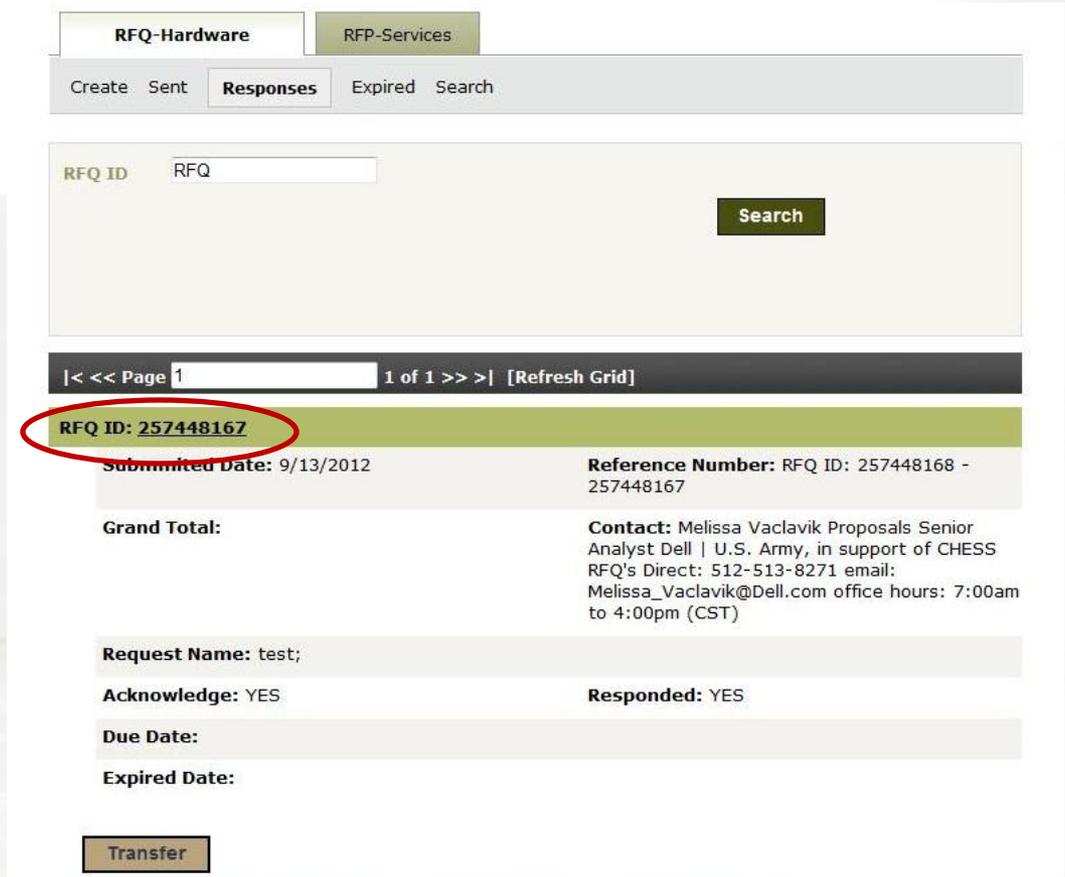
The screenshot shows a web application interface for managing RFQs. The browser window title is 'Edit'. The main content area has a navigation bar with tabs for 'RFQ-Hardware' and 'RFP-Services'. Below this is a sub-navigation bar with 'Create', 'Sent', 'Responses', 'Expired', and 'Search'. A search box is present with a 'Search' button. The main grid shows one RFQ entry with the following details:

RFQ ID: 257472561	Program: ITES-2H	Contract: W91QUZ-07-D-0006
Request Name: TEST RFQ FOR CHESS		
Acknowledge: NO	Responded: NO	
Expected Response Date: 2/5/2013	Expected Acknowledge Date: 2/5/2013	
CancelRFQ DeleteFromMyList Transfer		

The 'DeleteFromMyList' link is circled in red. Below this entry, another RFQ entry is partially visible with ID 257472561, Program ITES-2H, and Contract W91QUZ-07-D-0011.

Issuing a Re-Quote

- Re-Quotes can be issued after a vendor response has been received
- Open the RFQ Response by clicking on the RFQ ID link



RFQ-Hardware RFP-Services

Create Sent **Responses** Expired Search

RFQ ID

< << Page 1 1 of 1 >> > | [Refresh Grid]

RFQ ID: 257448167

Submitted Date: 9/13/2012 **Reference Number:** RFQ ID: 257448168 - 257448167

Grand Total: **Contact:** Melissa Vaclavik Proposals Senior Analyst Dell | U.S. Army, in support of CHES RFQ's Direct: 512-513-8271 email: Melissa_Vaclavik@Dell.com office hours: 7:00am to 4:00pm (CST)

Request Name: test;

Acknowledge: YES **Responded:** YES

Due Date:

Expired Date:

Issuing a Re-Quote cont'd

- Click on "ReQuote" to open the re-quote view

RFQ-Hardware | RFP-Services

Create Sent Responses | **Expired** | Search

Search For An Expired RFQ

Search

|< << Page 1 1 of 1 >> >| [Refresh Grid]

RFQ ID: 257464505

Program: ADMC-2

Contract: W91QUZ-06-D-0001 **Vendor:** Telos

Request Name: 1141 test

Acknowledge: NO **Responded:** NO

Date Expired: 1/25/2013 **Date Acknowledge Expected:** 1/26/2013

Date Response Expected: 1/24/2013

[ReQuote](#) [Transfer](#)

RFQ ID: 257464504

Program: ADMC-2

Contract: W91QUZ-06-D-0001 **Vendor:** Telos

Request Name: 1141 test

Issuing a Re-Quote cont'd

- Update the RFQ and submit
- Normal RFQ process is repeated

Request a Re-Quote

Request:

Request Name *

Request:

Enter the details of your request. Be as specific as you can and include make,model,manufacturer,part number & quantities, etc This will assist the vendor in giving you the proper quote.

NOTE: You are limited to 4000 characters. If you need more space, use the file attachment feature below.

Characters left:4000

Attach a file:

Contact and Shipping Information:

Add your contact information to this request: *

Originator State, Zip:

Multiple shipping addresses: *

Shipping: *

Shipping Instructions:

Enter countries, multiple addresses or any other special instructions that would assist the vendor. NOTE: You are limited to 4000 characters.

Characters left: 4000

Questions



For information about using
IT e-mart, contact the
CHES Help Desk
toll free at: (888) 232-4405
or email at

peoeis.pdchess.helpdesk@us.army.mil