

**ARMY**  
**CHESS**   
**COMPUTER HARDWARE,  
ENTERPRISE SOFTWARE AND SOLUTIONS**

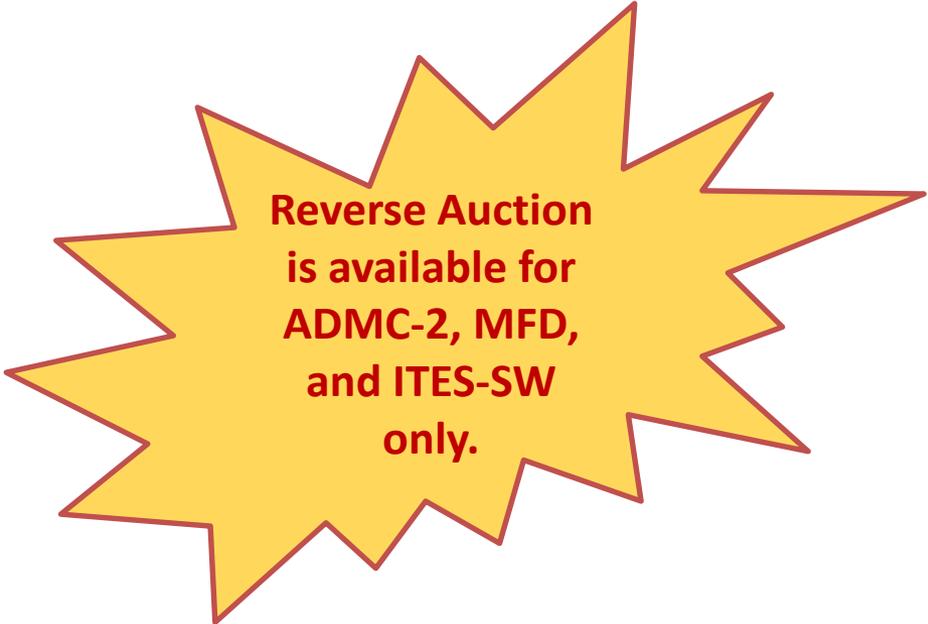
# Reverse Auction (RA) Tutorial



August 2016

# Introduction

- This briefing will introduce the Reverse Auction (RA) process
- Reverse Auctions (RAs) must be created by using the CHES IT e-mart <https://ches.army.mil>
- You will learn:
  - CHES IT e-mart Registration
  - How to create and submit an RA
  - How to create a draft RA
  - How to manage your RAs
    - Sharing an RA
    - Amending an RA
    - Cancelling an RA
    - Transferring an RA
  - How to view RA responses from Vendors
  - How vendors view RAs from Requestors
  - How to print an RA



**Reverse Auction  
is available for  
ADMC-2, MFD,  
and ITES-SW  
only.**

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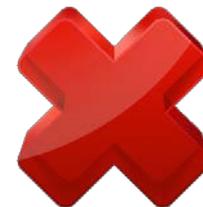


# Browser Requirements

## Please NOTE:

- The RA process runs best in Internet Explorer 9 or 10, Firefox, and Google Chrome.
- Note: Make sure your Internet Explorer settings are NOT in Compatibility View

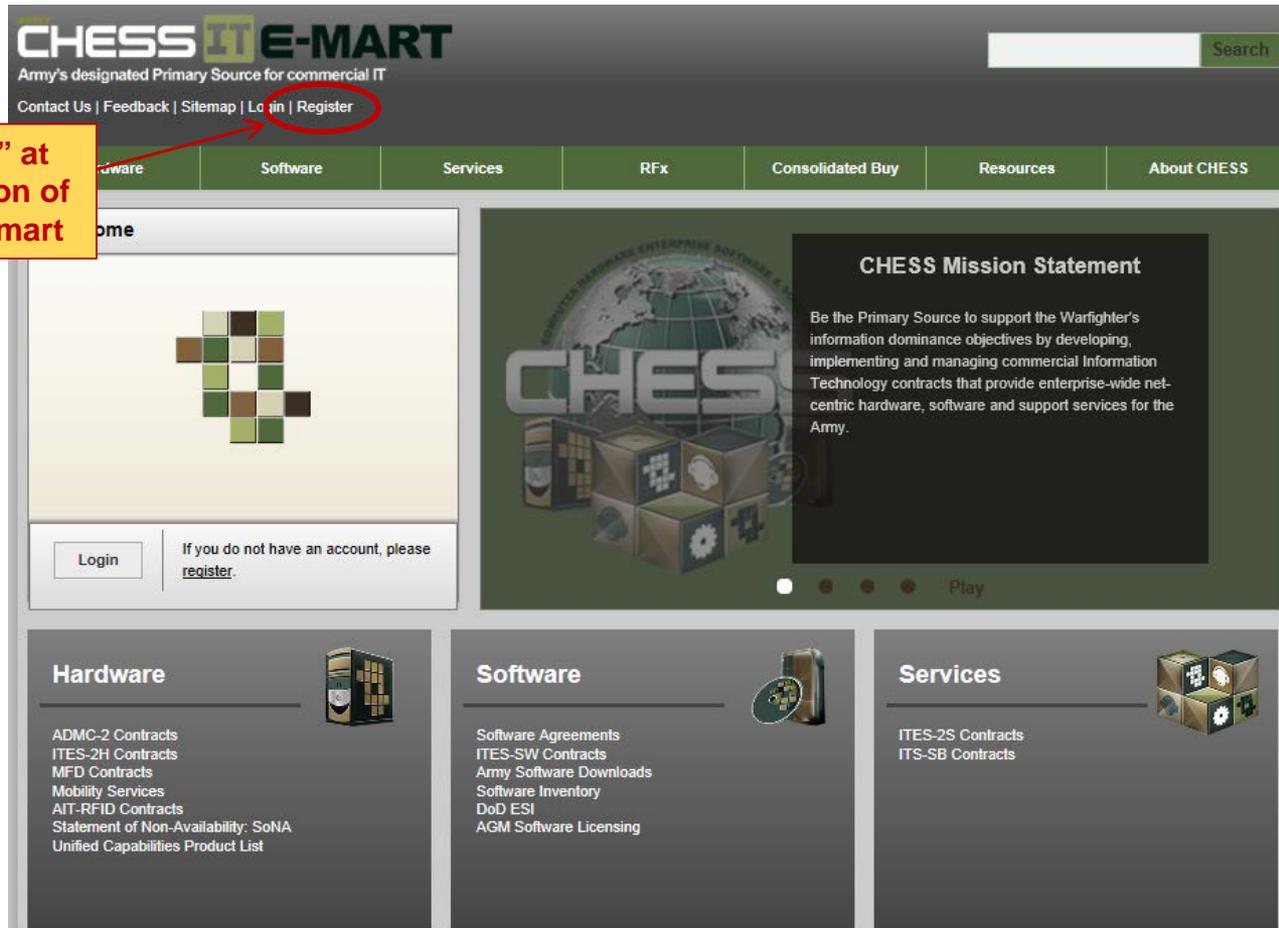
### Not Recommended



# The RA Process

# Step 1 - Register

- If you do not have an account with the CHESST IT e-mart you must first register in order to gain access to the RA Tool.



**CHESS IT E-MART**  
Army's designated Primary Source for commercial IT  
Contact Us | Feedback | Sitemap | **Login** | **Register**

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**Click "Register" at the top left section of the CHESST IT e-mart**

**CHESST Mission Statement**  
Be the Primary Source to support the Warfighter's information dominance objectives by developing, implementing and managing commercial Information Technology contracts that provide enterprise-wide net-centric hardware, software and support services for the Army.

**Hardware**  
ADMC-2 Contracts  
ITES-2H Contracts  
MFD Contracts  
Mobility Services  
AIT-RFID Contracts  
Statement of Non-Availability; SoNA  
Unified Capabilities Product List

**Software**  
Software Agreements  
ITES-SW Contracts  
Army Software Downloads  
Software Inventory  
DoD ESI  
AGM Software Licensing

**Services**  
ITES-2S Contracts  
ITS-SB Contracts

# Step 2 - Create an Account

**Account Instructions**

Use the form below to create a new account. Without an enterprise e-mail address, you will not be able to utilize the CAC logon functionality. If you have an enterprise e-mail address, please register with that address.  
Passwords are required to be a minimum of 15 characters in length. In addition, each password must contain:

- 2 uppercase letters
- 2 lowercase letters
- 2 numbers
- 2 special characters

**New Account**

|                   |                          |                  |                                                |
|-------------------|--------------------------|------------------|------------------------------------------------|
| Title             | - Select -               | Job Description  | - Select -                                     |
| First Name        | <input type="text"/>     | Last Name        | <input type="text"/>                           |
| Email address     | <input type="text"/>     |                  |                                                |
| Password          | <input type="password"/> | None             |                                                |
| Confirm Password  | <input type="password"/> | None             |                                                |
| Address 1         | <input type="text"/>     | Address 2        | <input type="text"/>                           |
| City              | <input type="text"/>     | State            | - Select -                                     |
| ZipCode           | <input type="text"/>     | Commercial Phone | <input type="text"/> ext. <input type="text"/> |
| DSN Phone         | <input type="text"/>     | Fax Number       | <input type="text"/>                           |
| Service or Agency | - Select -               |                  |                                                |
| Major Command     | <input type="text"/>     |                  |                                                |

**NOTE: CHESS IT e-mart users should ensure their password is unique to CHESS and you do not use passwords from other systems (e.g., network, banking, email, etc.)**

**Fill out the form using a mail.mil account for your email address and select "Register"**



# Step 3 - Login to the CHESSE IT e-mart

## Login

Please enter your user name and password.

Ignore certificate

Email Address:

Password:

Recover Password

Register if you don't have an account.

**Username and Password Login Screen**

**You will need to login to access the RA process.**

## Login

Account E-mail: william.m.cody14.ctr@mail.mil

Ignore certificate

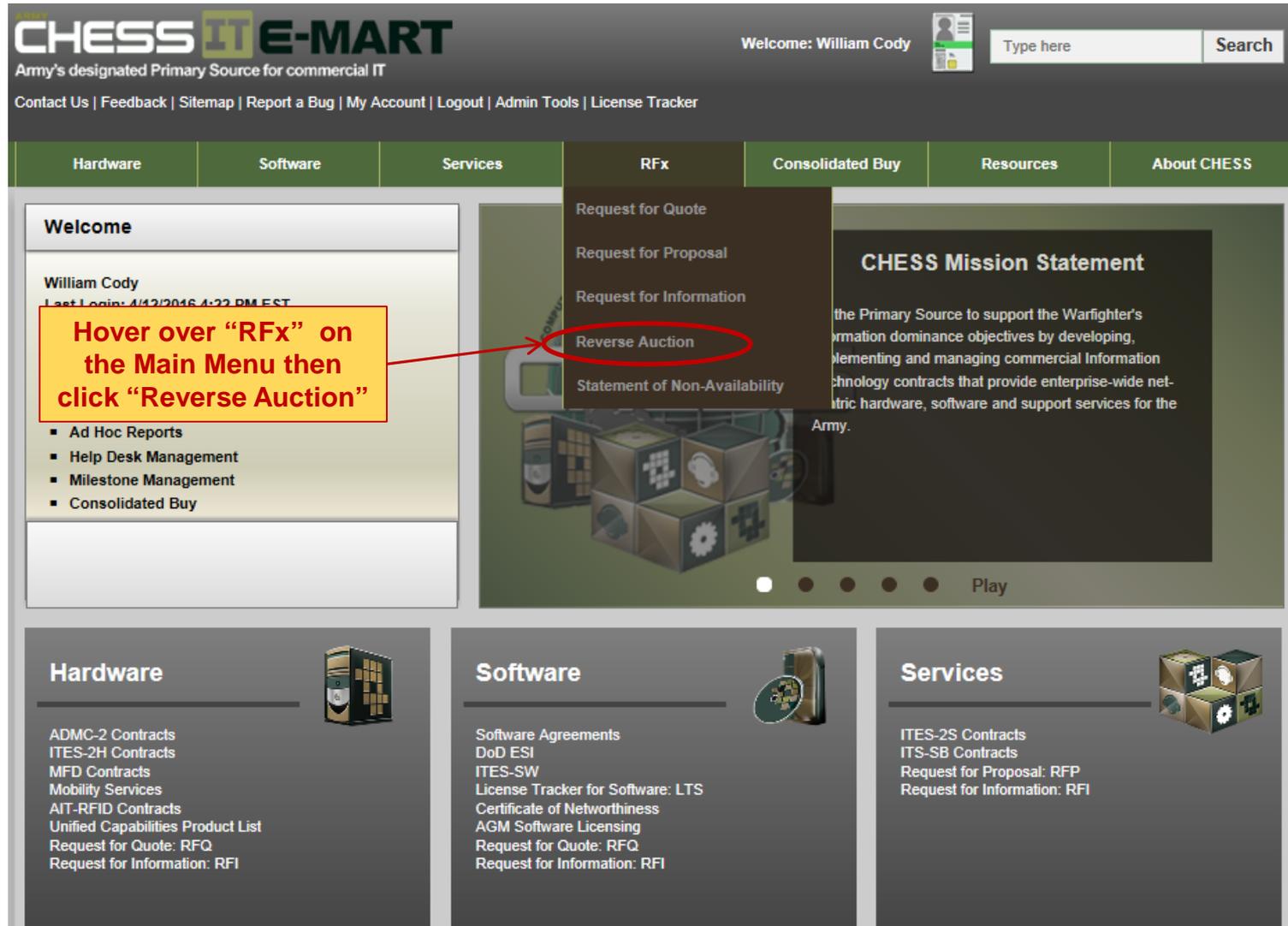
Recover Password

Register if you don't have an account.

Login

**CAC Login Screen**

# Step 4 - Access the RA Tool



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Welcome: William Cody

Type here Search

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Hardware Software Services **RFx** Consolidated Buy Resources About CHESSE

**Welcome**

William Cody  
 Last Login: 4/12/2016 4:22 PM EST

**Hover over "RFx" on the Main Menu then click "Reverse Auction"**

- Ad Hoc Reports
- Help Desk Management
- Milestone Management
- Consolidated Buy

Request for Quote  
 Request for Proposal  
 Request for Information  
**Reverse Auction**  
 Statement of Non-Availability

**CHESS Mission Statement**

the Primary Source to support the Warfighter's information dominance objectives by developing, implementing and managing commercial Information technology contracts that provide enterprise-wide net-centric hardware, software and support services for the Army.

Play

**Hardware**

ADMC-2 Contracts  
 ITES-2H Contracts  
 MFD Contracts  
 Mobility Services  
 AIT-RFID Contracts  
 Unified Capabilities Product List  
 Request for Quote: RFQ  
 Request for Information: RFI

**Software**

Software Agreements  
 DoD ESI  
 ITES-SW  
 License Tracker for Software: LTS  
 Certificate of Networthiness  
 AGM Software Licensing  
 Request for Quote: RFQ  
 Request for Information: RFI

**Services**

ITES-2S Contracts  
 ITS-SB Contracts  
 Request for Proposal: RFP  
 Request for Information: RFI

# Step 5 - Create a New RA

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## Reverse Auction

RFI - Information | RFQ - Hardware\Software | RFP - Services | **Reverse Auction - Hardware\Software** | Transfer

10 [dropdown] [Search]

No data available

**Create** (circled in red)

Draft

Security Policy | Web Policy | Webmaster  
UNCLASSIFIED Version: 3.4 Build: 11 Revision: 0

**Once you select Reverse Auction from the main menu bar you must hover over Reverse Auction and select "Create"**

# Step 6 – Maximum Price (Optional)

## Create Reverse Auction

RFI - Information   RFQ - Hardware\Software   RFP - Services   Reverse Auction - Hardware\Software

*Notice: Reverse Auctions are used for small contract vehicles not exceeding \$1.5 million.*

|                                                                                                |                           |                                                                                     |
|------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------|
| ?                                                                                              | Maximum Price (Optional)  | <input type="text"/>                                                                |
| Sellers WILL NOT see the Maximum Price. Includes shipping and handling.                        |                           |                                                                                     |
| ?                                                                                              | Make Maximum Price Active | <input type="checkbox"/>                                                            |
| If the Maximum Price is Active, Bids must be lower than the Maximum Price to show Lead status. |                           |                                                                                     |
|                                                                                                | Auction End Date          | <input type="text" value="1/29/2016"/>                                              |
|                                                                                                | Auction End Time          | Hour(s): <input type="text" value="10"/> Minute(s): <input type="text" value="00"/> |
| ?                                                                                              | Bid Decrement             | <input type="text" value="2"/> %                                                    |
| The minimum amount by which a Seller must lower his/her Bid in order to rebid.                 |                           |                                                                                     |
|                                                                                                | Alternate POC             | <input type="text"/>                                                                |

Maximum Price is an Optional field: The maximum price is the best estimate of the current market price for a product. If the maximum price is based on a quote, input the exact amount to the penny.

NOTE: No currency symbols or commas can be used when entering price.

If you check “Make Maximum Price Active” vendors will not see a status of “Lead” unless they have submitted a bid that is lower than the Maximum Price and all other bidders.

NOTE: If there is a valid pricing source, the Maximum Price should be active.

If “Make Maximum Price Active” is NOT checked, it will not influence lead bid, vendors will see “Lead” as soon as they have bid lower than the other vendors or they are the first vendor to submit a bid.

NOTE: If there is no valid pricing source, the Maximum Price should be inactive.

# Step 7 - Auction End Date & Time

## Create Reverse Auction

RFI - Information

RFQ - Hardware\Software

RFP - Services

Reverse Auction - Hardware\Software

Transfer

*Notice: Reverse Auctions are used for small contract vehicles not exceeding \$1.5 million.*

|                                                                                                |                           |                                                                                         |
|------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------|
| ?                                                                                              | Maximum Price (Optional)  | <input type="text"/>                                                                    |
| Sellers WILL NOT see the Maximum Price. Includes shipping and handling.                        |                           |                                                                                         |
| ?                                                                                              | Make Maximum Price Active | <input type="checkbox"/>                                                                |
| If the Maximum Price is Active, Bids must be lower than the Maximum Price to show Lead status. |                           |                                                                                         |
|                                                                                                | Auction End Date          | <input type="text" value="1/29/2016"/>                                                  |
|                                                                                                | Auction End Time          | Hour(s): <input type="text" value="10"/> Minute(s): <input type="text" value="00"/> EST |
| ?                                                                                              | Bid Decrement             | <input type="text" value="2"/> %                                                        |
| The minimum amount by which a Seller must lower his/her Bid in order to rebid.                 |                           |                                                                                         |
|                                                                                                | Alternate POC             | <input type="text"/>                                                                    |

**Enter the preferred Auction End Date & Time (Note: Auction End Date automatically defaults to 8 business days)**

# Step 8 - Bid Decrement

## Create Reverse Auction

RFI - Information

RFQ - Hardware\Software

RFP - Services

Reverse Auction - Hardware\Software

Transfer

*Notice: Reverse Auctions are used for small contract vehicles not exceeding \$1.5 million.*

|                                                                                                |                           |                                                                                         |
|------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------|
| ?                                                                                              | Maximum Price (Optional)  | <input type="text"/>                                                                    |
| Sellers WILL NOT see the Maximum Price. Includes shipping and handling.                        |                           |                                                                                         |
| ?                                                                                              | Make Maximum Price Active | <input type="checkbox"/>                                                                |
| If the Maximum Price is Active, Bids must be lower than the Maximum Price to show Lead status. |                           |                                                                                         |
|                                                                                                | Auction End Date          | <input type="text" value="1/29/2016"/>                                                  |
|                                                                                                | Auction End Time          | Hour(s): <input type="text" value="10"/> Minute(s): <input type="text" value="00"/> EST |
| ?                                                                                              | Bid Decrement             | <input type="text" value="2"/> %                                                        |
| The minimum amount by which a Seller must lower his/her Bid in order to rebid.                 |                           |                                                                                         |
|                                                                                                | Alternate POC             | <input type="text"/>                                                                    |

**Bid Decrement is the amount by which a vendors must lower their bid based on the original bid.**

**Bid Decrement will be a dropdown value from 1%-5% defaulting at 2% based on the original bid.**

**This value will be used to set the minimum for the next lowest bid.**

# Step 9 - Alternate POC

## Create Reverse Auction

RFI - Information

RFQ - Hardware\Software

RFP - Services

Reverse Auction - Hardware\Software

Transfer

*Notice: Reverse Auctions are used for small contract vehicles not exceeding \$1.5 million.*

|                                                                                                |                           |                                                                                         |
|------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------|
| ?                                                                                              | Maximum Price (Optional)  | <input type="text"/>                                                                    |
| Sellers WILL NOT see the Maximum Price. Includes shipping and handling.                        |                           |                                                                                         |
| ?                                                                                              | Make Maximum Price Active | <input type="checkbox"/>                                                                |
| If the Maximum Price is Active, Bids must be lower than the Maximum Price to show Lead status. |                           |                                                                                         |
|                                                                                                | Auction End Date          | <input type="text" value="1/29/2016"/>                                                  |
|                                                                                                | Auction End Time          | Hour(s): <input type="text" value="10"/> Minute(s): <input type="text" value="00"/> EST |
| ?                                                                                              | Bid Decrement             | <input type="text" value="2"/> %                                                        |
| The minimum amount by which a Seller must lower his/her Bid in order to rebid.                 |                           |                                                                                         |
|                                                                                                | Alternate POC             | <input type="text"/>                                                                    |

**If you wish to have an Alternate POC assist with your Reverse Auction enter their name here. (NOTE: They must be a registered user of the CHESSE IT e-mart)**

# Step 10 – Enter Request Details

Save As Draft

Product Category:

Desktops

Programs

ADMC-2

Select a Product Category from the drop down menu and then select a Program.

Vendors

W91QUZ-06-D-0001 : Telos  
W91QUZ-06-D-0002 : Dell  
W91QUZ-06-D-0003 : CDW-G  
W91QUZ-06-D-0004 : Hewlett Packard  
W91QUZ-06-D-0005 : ITG  
W91QUZ-06-D-0006 : Transource  
W91QUZ-06-D-0007 : Entec Federal

Click on the Vendors to select all.

Request Name

Reverse Auction Test #1 Desktops

Name your Request.

Agency and Activity

ARMY PEO EIS

Select Agency (e.g. Army) and Activity (e.g. PEO EIS, AMC, etc.) from drop down menus.

# Step 11 – Enter Request Details

### Description

Enter the details of your request. Provide a quantity for each product. Include sufficient information to allow the vendor to provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions. Use the file attachment feature below if you need more space

Testing Reverse Auction. Need 4 Desktops please. Enter details here!

Characters left: 3931

**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.**

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

**Notice: Please ensure uploaded attachments DO NOT contain vendor proprietary information. Instances of this will be reported to the CHESS Product Leader (PL).**

is unfair competition.

### Attachments

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

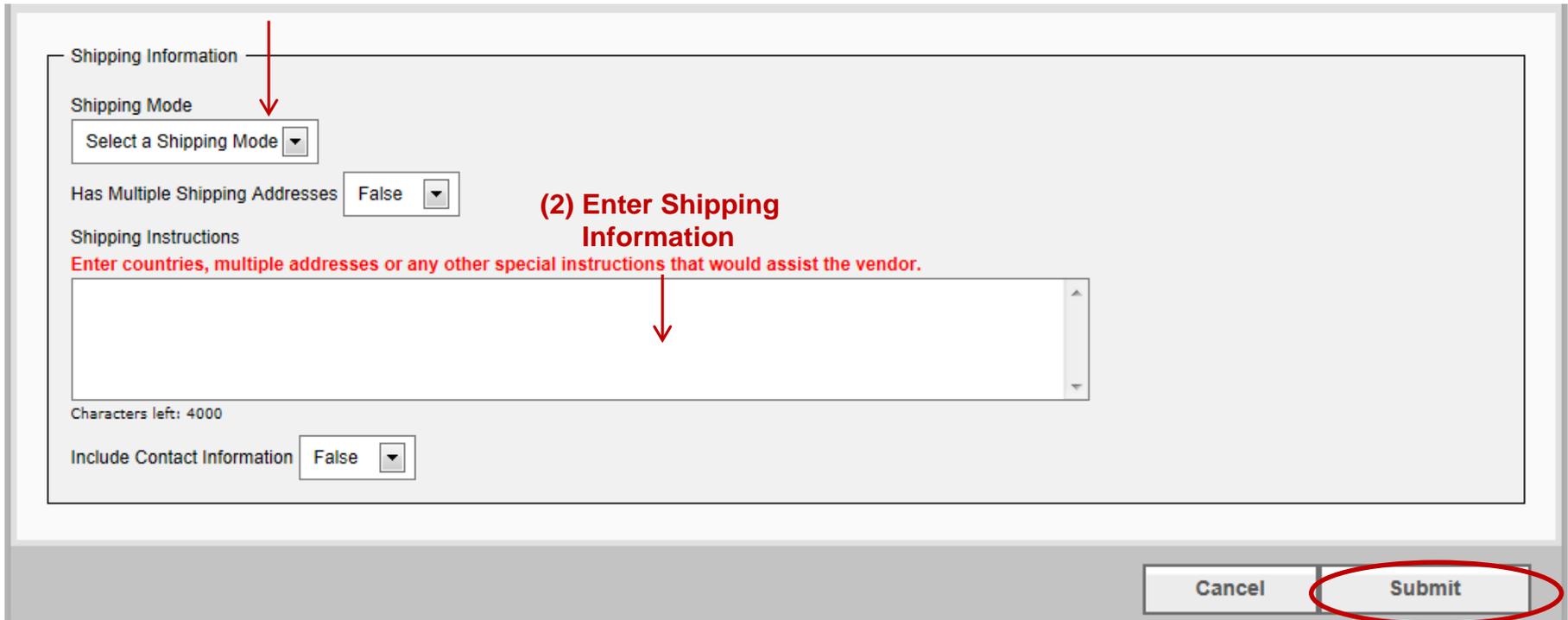
**You may upload with a maximum file size of 5 megabytes (MB) per file.**

**NOTE: Please DO NOT add an attachment with other vendor pricing! Attach up to 5 documents (up to 5MB per file)**

|                      |           |       |
|----------------------|-----------|-------|
| <input type="text"/> | Browse... | Clear |

# Step 12 - Enter Shipping Info & Submit RA

(1) Select CONUS or OCONUS from drop down menu



Shipping Information

Shipping Mode  
Select a Shipping Mode ▼

Has Multiple Shipping Addresses False ▼

Shipping Instructions  
Enter countries, multiple addresses or any other special instructions that would assist the vendor.

Characters left: 4000

Include Contact Information False ▼

Cancel Submit

The screenshot shows a web form titled "Shipping Information". It contains several fields: a "Shipping Mode" dropdown menu with the text "Select a Shipping Mode" and a downward arrow; a "Has Multiple Shipping Addresses" field with a dropdown menu set to "False"; a "Shipping Instructions" text area with a red instruction: "Enter countries, multiple addresses or any other special instructions that would assist the vendor."; a "Characters left: 4000" indicator; and an "Include Contact Information" field with a dropdown menu set to "False". At the bottom right of the form are "Cancel" and "Submit" buttons. The "Submit" button is circled in red, and a red arrow points to it from the text "(3) Click 'Submit' to submit RA".

(2) Enter Shipping Information

(3) Click "Submit" to submit RA

# Step 13 – Review and Submit

## Review and Submit

| Reverse Auction           |                                                                                                                                                                                                                                                |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maximum Price             | \$                                                                                                                                                                                                                                             |
| Maximum Price Is Active   | Not Active                                                                                                                                                                                                                                     |
| Auction End Date          | 1/29/2016                                                                                                                                                                                                                                      |
| Auction End Time          | 12:00 PM EST                                                                                                                                                                                                                                   |
| Bid Decrement             | 2 %                                                                                                                                                                                                                                            |
| Alternate POC             |                                                                                                                                                                                                                                                |
| Request Details           |                                                                                                                                                                                                                                                |
| Product Category *        | Desktops                                                                                                                                                                                                                                       |
| Program *                 | ADMC-2                                                                                                                                                                                                                                         |
| Contract List (Vendors) * | W91QUZ-06-D-0001 : Telos<br>W91QUZ-06-D-0002 : Dell<br>W91QUZ-06-D-0003 : CDW-G<br>W91QUZ-06-D-0004 : Hewlett Packard<br>W91QUZ-06-D-0005 : ITG<br>W91QUZ-06-D-0006 : Transource<br>W91QUZ-06-D-0007 : Emtec Federal<br>W91QUZ-06-D-0009 : NCS |
| Name *                    | Reverse Auction Test #1 Desktops                                                                                                                                                                                                               |
| Description *             |                                                                                                                                                                                                                                                |
| Files                     |                                                                                                                                                                                                                                                |
| Requester Information     |                                                                                                                                                                                                                                                |
| Requester Name            | CHESSTutorials Admin                                                                                                                                                                                                                           |
| Email Address             | chesstutorials22@gmail.com                                                                                                                                                                                                                     |
| Shipping Information      |                                                                                                                                                                                                                                                |
| Shipping Mode *           | CONUS                                                                                                                                                                                                                                          |
| Shipping Multiple         | No                                                                                                                                                                                                                                             |
| Shipping Instruction      | Test                                                                                                                                                                                                                                           |

**Review RA details, scroll down and hit "Submit" to continue.**



Cancel **Submit**

# View of Successfully Submitted RA

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**RFQ: Reverse Auction 142078 Created**

**Reverse Auction**

RFI - Information | RFQ - Hardware\Software | RFP - Services | Reverse Auction - Hardware\Software | Transfer

10 [Search]

| Ref # | Name  | End Date           | Status | # of Bids | Bid Price | Actions                | Transfer                 |
|-------|-------|--------------------|--------|-----------|-----------|------------------------|--------------------------|
|       | est # | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share | <input type="checkbox"/> |
|       | est # | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share | <input type="checkbox"/> |

**NOTE: Your screen will automatically update every 90 days and auto archive outdated RAs.**

**Once your RA is submitted your screen will look like this. A bar at the top of the page will indicate that your RA has been created.**

# View of Successfully Submitted RA

## Reverse Auction

RFI - Information    RFQ - Hardware\Software    RFP - Services    Reverse Auction - Hardware\Software    Transfer

10

| Ref #               | Name                             | Created               | End Date           | Status | # of Bids | Bid Price | Actions                                                                                                         | Transfer                 |
|---------------------|----------------------------------|-----------------------|--------------------|--------|-----------|-----------|-----------------------------------------------------------------------------------------------------------------|--------------------------|
| ▼ 142077            | Reverse Auction Test #1 Desktops | 1/20/2016 11:13:49 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | <input type="button" value="Amend"/> <input type="button" value="Cancel"/> <input type="button" value="Share"/> | <input type="checkbox"/> |
| Responses - 0 / 8   |                                  |                       |                    |        |           |           |                                                                                                                 |                          |
| Bidding History     |                                  |                       |                    |        |           |           |                                                                                                                 |                          |
| Version History - 1 |                                  |                       |                    |        |           |           |                                                                                                                 |                          |

Click the triangle to the left to expand, view Responses and Version History.

For a more detailed view double click the RA line item you would like to expand.

### Submitting POC

|        |                      |          |                            |
|--------|----------------------|----------|----------------------------|
| Name   | CHESSTutorials Admin | Email    | chesstutorials22@gmail.com |
| Agency | ARMY                 | Activity | PEO EIS                    |
| Phone  |                      | State    | VA                         |
|        |                      | Zip Code | 22152                      |

# The RA Process After Submission

- The requestor and vendor will receive RA notifications via email from the CHES IT e-mart when an RA is created
- The vendor responds to the RA submission
- The requestor receives email notifications that RA responses have been posted
- The requestor logs back into the CHES IT e-mart to view RA responses

# Email to Requestor

- Once your RA is submitted you will receive an email from the CHES IT e-mart like the one below

armychess@mail.mil

to

Hello CHES Tutorials Admin,

You have just successfully submitted a new Reverse Auction through the CHES IT e-mart.

Details of your request are below:

Title: - Reverse Auction - Reverse Auction Test #1 Desktops

Product Category: Desktops

Program: ADMC-2

Reference Number: 142077

Description: Testing Reverse Auction. Need 4 Desktops please. Enter details here!

Date Created: 1/20/2016

Customer Required By Date: 1/27/2016

Vendors Selected: CDW-G

Dell

Telos

Hewlett Packard

Transource

ITG

NCS

Emtec Federal

You may also view the details of your Request by logging into your Reverse Auction Manager.

Please check your Reverse Auction Manager regularly to see if you have received any responses from the vendors.

Thank you for using the CHES IT e-mart system!

Please feel free to contact CHES at: [888\) 232-4405](tel:888-232-4405) if you have any questions.

"PLEASE NOTE THIS IS PROPRIETARY INFORMATION AND SHOULD NOT BE SHARED WITH OTHER VENDORS."

# Email to Vendor(s)

- Each vendor receives an email, which looks similar to this one, alerting them of your RA.

From: armychess@mail.mil [mailto:armychess@mail.mil]  
Sent: Wednesday, January 20, 2016 11:19 AM  
Subject: CHES Reverse Auction: Request Submitted

Hello Team Dell,

The CHES IT e-mart has brought you a potential customer by CHES Reverse Auction. Keep in mind that CHES customers are awaiting your response, and your timeliness in submitting a Bid or No Bid would be greatly appreciated.

Please coordinate with the customer concerning their Reverse Auction by logging into CHES - Reverse Auction Manager .

Your Point of Contact Is:

Name: CHES Tutorials Admin

Email: chesstutorials22@gmail.com

Phone:

Organization:

The following outlines the details of this request:

Reverse Auction ID: 142077

Name: Reverse Auction Test #1 Desktops

Description: Testing Reverse Auction. Need 4 Desktops please. Enter details here!

Auction End Time (EST): 1/29/2016 12:00:00 AM

Thank you for using the CHES IT e-mart system!

Please feel free to contact CHES at: (888) 232-4405 if you have any questions.

"PLEASE NOTE THIS IS PROPRIETARY INFORMATION AND SHOULD NOT BE SHARED WITH OTHER VENDORS."

# Creating a Draft RA

# Step 1 - Save as Draft

**Product Category:**

Desktops

**Programs**

ADMC-2

**Vendors**

- W91QUZ-06-D-0001 : Telos
- W91QUZ-06-D-0002 : Dell
- W91QUZ-06-D-0003 : CDW-G
- W91QUZ-06-D-0004 : Hewlett Packard
- W91QUZ-06-D-0005 : ITG
- W91QUZ-06-D-0006 : Transource
- W91QUZ-06-D-0007 : Entec Endent

**Request Name**

Reverse Auction Test #1 Desktops

**Agency and Activity**

ARMY PEO EIS

**Save As Draft**

If you are working an RA and are not quite ready to submit click the "Save As Draft" button.

# Step 2 - View RA Drafts

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**RFQ: Reverse Auction 142079 Created**

**Reverse Auction**

RFI - Information RFQ - Hardware\Software RFP - Services **Reverse Auction - Hardware\Software** Transfer

10 Search

| Ref #    | Name                             | Created               | End Date           | Status | # of Bids | Bid Price | Actions                | Transfer                 |
|----------|----------------------------------|-----------------------|--------------------|--------|-----------|-----------|------------------------|--------------------------|
| ▶ 142077 | Reverse Auction Test #1 Desktops | 1/20/2016 11:13:49 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share | <input type="checkbox"/> |
| ▶ 142078 | Reverse Auction Test #2 Desktops | 1/20/2016 11:19:43 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share | <input type="checkbox"/> |

After your Draft is saved your screen will look like this. A black bar at the top will indicate your draft has been created. Hover over Reverse Auction and select Drafts to see a list of all pending Drafts.

# Step 2 - View RA Drafts continued

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**CHESS IT E-MART**

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About CHESS

Reverse Auction Draft

[RFI - Information](#)   [RFQ - Hardware\Software](#)   [RFP - Services](#)   [Reverse Auction - Hardware\Software](#)   [Transfer](#)

10

| Ref #    | Name                             | Created          | Due        | Status | Actions                                                                                                                                                                                                                 | Responses | Transfer |
|----------|----------------------------------|------------------|------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| ▶ 142079 | Reverse Auction Test #3 Desktops | 2016-01-20 11:01 | 2016-01-27 | Draft  | <input style="background-color: #666; color: white; padding: 2px 5px;" type="button" value="Edit Draft"/>   <input style="background-color: #666; color: white; padding: 2px 5px;" type="button" value="Cancel Draft"/> | 0/8       |          |

On this page all your Draft RAs will be listed.

# Step 3 - Edit Draft

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## Reverse Auction Draft

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

10 Search

| Ref #    | Name                             | Created          | Due        | Status | Actions                          | Responses | Transfer |
|----------|----------------------------------|------------------|------------|--------|----------------------------------|-----------|----------|
| ▶ 142079 | Reverse Auction Test #3 Desktops | 2016-01-20 11:01 | 2016-01-27 | Draft  | <b>Edit Draft</b>   Cancel Draft | 0/8       |          |

Select "Edit Draft" whenever you need to make changes to your RA.

# Step 4 - Make Changes & Submit

## Edit Draft Reverse Auction

RFI - Information    RFQ - Hardware\Software    RFP - Services    **Reverse Auction - Hardware\Software**    Transfer

You are editing the draft. This request has not been submitted yet for Desktops

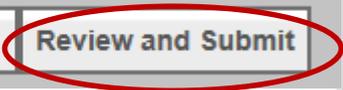
*Notice: Reverse Auctions are used for small contract vehicles not exceeding \$1.5 million.*

|                                                                                                |                           |                                                                                         |
|------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------|
| ?                                                                                              | Maximum Price (Optional)  | <input type="text"/>                                                                    |
| Sellers WILL NOT see the Maximum Price. Includes shipping and handling.                        |                           |                                                                                         |
| ?                                                                                              | Make Maximum Price Active | <input type="checkbox"/>                                                                |
| If the Maximum Price is Active, Bids must be lower than the Maximum Price to show Lead status. |                           |                                                                                         |
|                                                                                                | Auction End Date          | <input type="text" value="1/29/2016"/>                                                  |
|                                                                                                | Auction End Time          | Hour(s): <input type="text" value="12"/> Minute(s): <input type="text" value="00"/> EST |
| ?                                                                                              | Bid Decrement             | <input type="text" value="2"/> %                                                        |
| The minimum amount by which a Seller must lower his/her Bid in order to rebid.                 |                           |                                                                                         |
|                                                                                                | Alternate POC             | <input type="text"/>                                                                    |

Product Category

Programs

To make any necessary changes to your RA, scroll down and click "Review and Submit." You also have the option to "Delete Draft" as well.



# View of successfully submitted RA

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**Your request is submitted.**

**Reverse Auction**

RFI - Information | RFQ - Hardware\Software | RFP - Services | Reverse Auction - Hardware\Software | Transfer

10 [Search]

| Ref #    | Name            | Created     | End Date           | Status | # of Bids | Bid Price | Actions                | Transfer                 |
|----------|-----------------|-------------|--------------------|--------|-----------|-----------|------------------------|--------------------------|
| ▶ 142077 | Reverse Auction | 11:13:49 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share | <input type="checkbox"/> |
| ▶ 142078 | Reverse Auction | 11:19:43 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share | <input type="checkbox"/> |
| ▶ 142079 | Reverse Auction | 11:57:16 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share | <input type="checkbox"/> |

Once your RA is submitted your screen will look like this. A bar at the top of the page will indicate that your RA has been submitted.

# Sharing an RA

# How to Share an RA

If you have someone on your team that you wish to share your RA information with you can click the “Share” button on the RA line item. This will allow the person read only access.

| Reverse Auction   |                                  |                         |                    |                |           |                                     |         |          |          |                          |
|-------------------|----------------------------------|-------------------------|--------------------|----------------|-----------|-------------------------------------|---------|----------|----------|--------------------------|
| RFI - Information |                                  | RFQ - Hardware\Software |                    | RFP - Services |           | Reverse Auction - Hardware\Software |         | Transfer |          |                          |
| 10                |                                  |                         |                    |                |           |                                     |         |          |          | Search                   |
| Ref #             | Name                             | Created                 | End Date           | Status         | # of Bids | Bid Price                           | Actions |          | Transfer |                          |
| ▶ 142077          | Reverse Auction Test #1 Desktops | 1/20/2016 11:13:49 AM   | 1/29/2016 12:00:00 | Active         | 0         | 0                                   | Amend   | Cancel   | Share    | <input type="checkbox"/> |
| ▶ 142078          | Reverse Auction Test #2 Desktops | 1/20/2016 11:19:43 AM   | 1/29/2016 12:00:00 | Active         | 0         | 0                                   | Amend   | Cancel   | Share    | <input type="checkbox"/> |

Share Request(s)

User: Corcoran

Submit Cancel

Start typing the last name of the person you wish to share with and a list will populate to choose from. Then click Submit. NOTE: The person you wish to share the RA with must be registered CHES user.

Click the “Share” button to provide read only access to anyone in our CHES IT e-mart database.

# How to Share an RA

**Reverse Auction**

RFI - Information   RFQ - Hardware\Software   RFP - Services   Reverse Auction - Hardware\Software   Transfer

10   Search

| Ref #    | Name                    | Actions                | Transfer                 |
|----------|-------------------------|------------------------|--------------------------|
| ▶ 142077 | Reverse Auction Test #1 | Amend   Cancel   Share | <input type="checkbox"/> |
| ▶ 142078 | Reverse Auction Test #2 | Amend   Cancel   Share | <input type="checkbox"/> |

Message from webpage

 Yates, Chris (chris.yates@us.army.mil) can now view the request 142077

OK

Once you have entered the name of the person you wish to share your RA with, a confirmation screen will appear. Click OK to continue.

# Amending an RA

# Amending an RA

The **Amendment** feature allows you to:

- Update an RA at any time in the process
- Clarify the details of a requirement
- Notify vendors of updates or new deadlines

# Amending an RA

| Reverse Auction   |                                  |                         |                    |                |           |                                     |                       |                        |                       |                          |
|-------------------|----------------------------------|-------------------------|--------------------|----------------|-----------|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|
| RFI - Information |                                  | RFQ - Hardware\Software |                    | RFP - Services |           | Reverse Auction - Hardware\Software |                       | Transfer               |                       |                          |
| 10                |                                  |                         |                    |                |           |                                     |                       | Search                 |                       |                          |
| Ref #             | Name                             | Created                 | End Date           | Status         | # of Bids | Bid Price                           | Actions               |                        | Transfer              |                          |
| ▶ 142077          | Reverse Auction Test #1 Desktops | 1/20/2016 11:13:49 AM   | 1/29/2016 12:00:00 | Active         | 0         | 0                                   | <a href="#">Amend</a> | <a href="#">Cancel</a> | <a href="#">Share</a> | <input type="checkbox"/> |
| ▶ 142078          | Reverse Auction Test #2 Desktops | 1/20/2016 11:19:43 AM   | 1/29/2016 12:00:00 | Active         | 0         | 0                                   | <a href="#">Amend</a> | <a href="#">Cancel</a> | <a href="#">Share</a> | <input type="checkbox"/> |

Ensure you are on the "Reverse Auction" Index page then click the "Amend" link to the right of your RA.

# Amending an RA

**Amend Request**

RFI - Information
RFQ - Hardware\Software
RFP - Services
Reverse Auction - Hardware\Software
Transfer

*Notice: Reverse Auctions are used for small contract vehicles not exceeding \$1.5 million.*

|                                                                                                |                           |                                                                                                                                   |
|------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| ?                                                                                              | Maximum Price (Optional)  | <input style="width: 95%;" type="text"/>                                                                                          |
| Sellers WILL NOT see the Maximum Price. Includes shipping and handling.                        |                           |                                                                                                                                   |
| ?                                                                                              | Make Maximum Price Active | <input type="checkbox"/>                                                                                                          |
| If the Maximum Price is Active, Bids must be lower than the Maximum Price to show Lead status. |                           |                                                                                                                                   |
|                                                                                                | Auction End Date          | <input style="width: 80%;" type="text" value="1/29/2016"/>                                                                        |
|                                                                                                | Auction End Time          | Hour(s): <input style="width: 30px;" type="text" value="12"/> Minute(s): <input style="width: 30px;" type="text" value="00"/> EST |
| ?                                                                                              | Bid Decrement             | <input style="width: 30px;" type="text" value="2"/> %                                                                             |
| The minimum amount by which a Seller must lower his/her Bid in order to rebid.                 |                           |                                                                                                                                   |
|                                                                                                | Alternate POC             | <input style="width: 80%;" type="text"/>                                                                                          |

**Product Category:**  
Desktops

**Program:**  
ADMC-2

**Contracts:**  
 W91QUZ-08-D-0001 - Telos  
 W91QUZ-08-D-0002 - Dell  
 W91QUZ-08-D-0003 - CDW-G  
 W91QUZ-08-D-0004 - Hewlett Packard  
 W91QUZ-08-D-0005 - ITG  
 W91QUZ-08-D-0006 - Transource  
 W91QUZ-08-D-0007 - Future-Edison

Update information  
you wish to change.

# Amending an RA

**Notice: Please ensure uploaded attachments DO NOT contain vendor proprietary information (competitor pricing, discounts, etc.). This is unfair competition. Instances of this will be reported to the CHESS Product Leader (PL).**

## Attachments

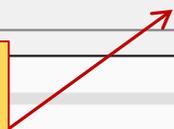
Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

|                      |           |       |
|----------------------|-----------|-------|
| <input type="text"/> | Browse... | Clear |

**This allows you to attach new files. \*NOTE: Your original files are still attached. Only add additional attachments if those files need to be updated or a new file is to be submitted .**



**You may attach up to 5 files of 5MB each. (The system accommodates Word, Excel, PDF, TIF, and WinZip files)**

Expected Date (Date the vendor is expected to look at the customer requirement as per the Base Agreement)

Expected Date (Date the vendor is expected to respond back to your requirement as per the Base Agreement)

Required By Date (Date that you need to have a response back from the vendor)

# Amending an RA

| Reverse Auction   |                                  |                         |                    |                |           |                                     |         |          |          |                          |
|-------------------|----------------------------------|-------------------------|--------------------|----------------|-----------|-------------------------------------|---------|----------|----------|--------------------------|
| RFI - Information |                                  | RFQ - Hardware\Software |                    | RFP - Services |           | Reverse Auction - Hardware\Software |         | Transfer |          |                          |
| 10                |                                  |                         |                    |                |           |                                     |         | Search   |          |                          |
| Ref #             | Name                             | Created                 | End Date           | Status         | # of Bids | Bid Price                           | Actions |          | Transfer |                          |
| ▶ 142077          | Reverse Auction Test #1 Desktops | 1/20/2016 11:13:49 AM   | 1/29/2016 12:00:00 | Active         | 0         | 0                                   | Amend   | Cancel   | Share    | <input type="checkbox"/> |
| ▶ 142078          | Reverse Auction Test #2 Desktops | 1/20/2016 11:19:43 AM   | 1/29/2016 12:00:00 | Active         | 0         | 0                                   | Amend   | Cancel   | Share    | <input type="checkbox"/> |

Once your RA is amended your screen will look like this.

**NOTE:** The Status column will not change for the RA you recently amended.

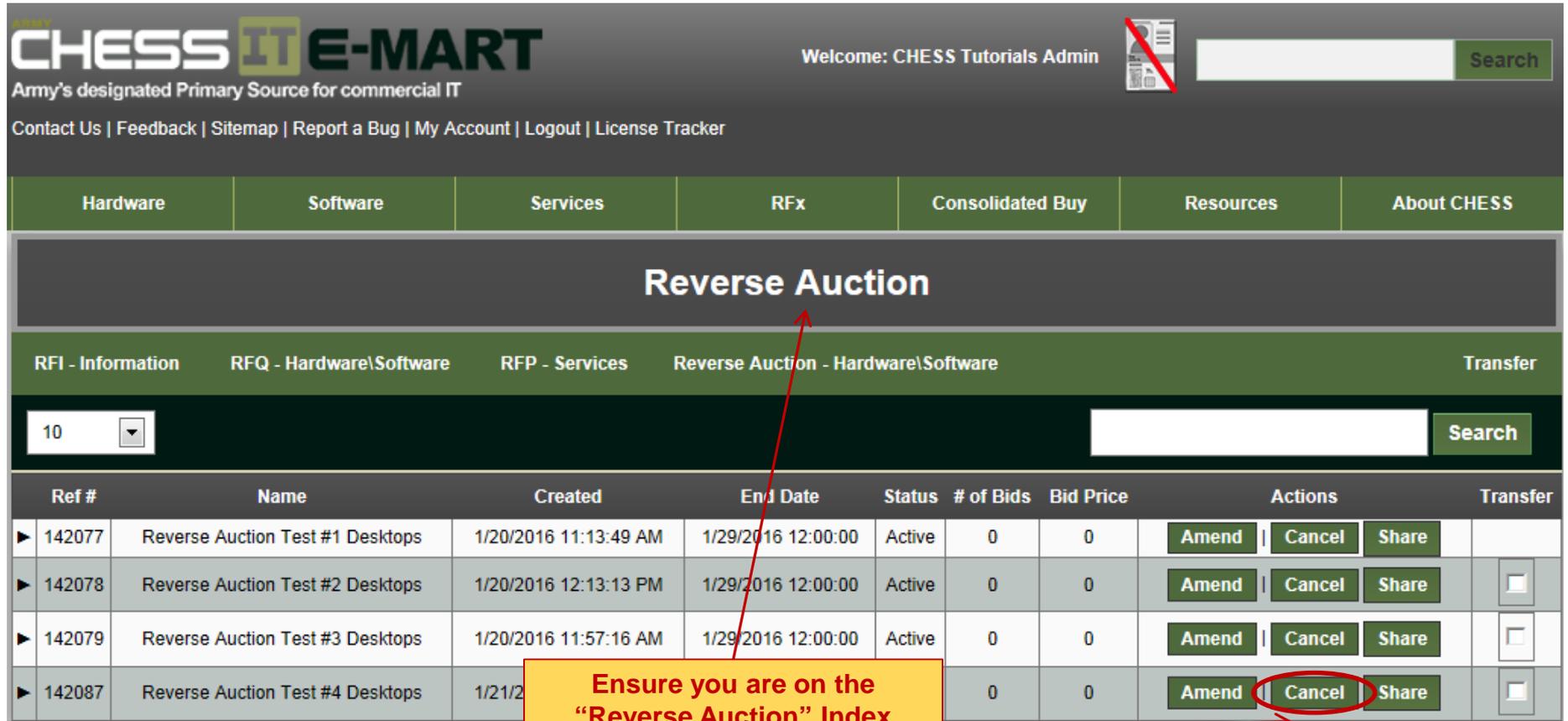
# Cancelling an RA

# Cancelling an RA

The **Cancel** feature allows you to:

- Cancel an RA at any time in the process
- Notify vendors of updates and the cancellation of an RA

# Cancelling an RA



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## Reverse Auction

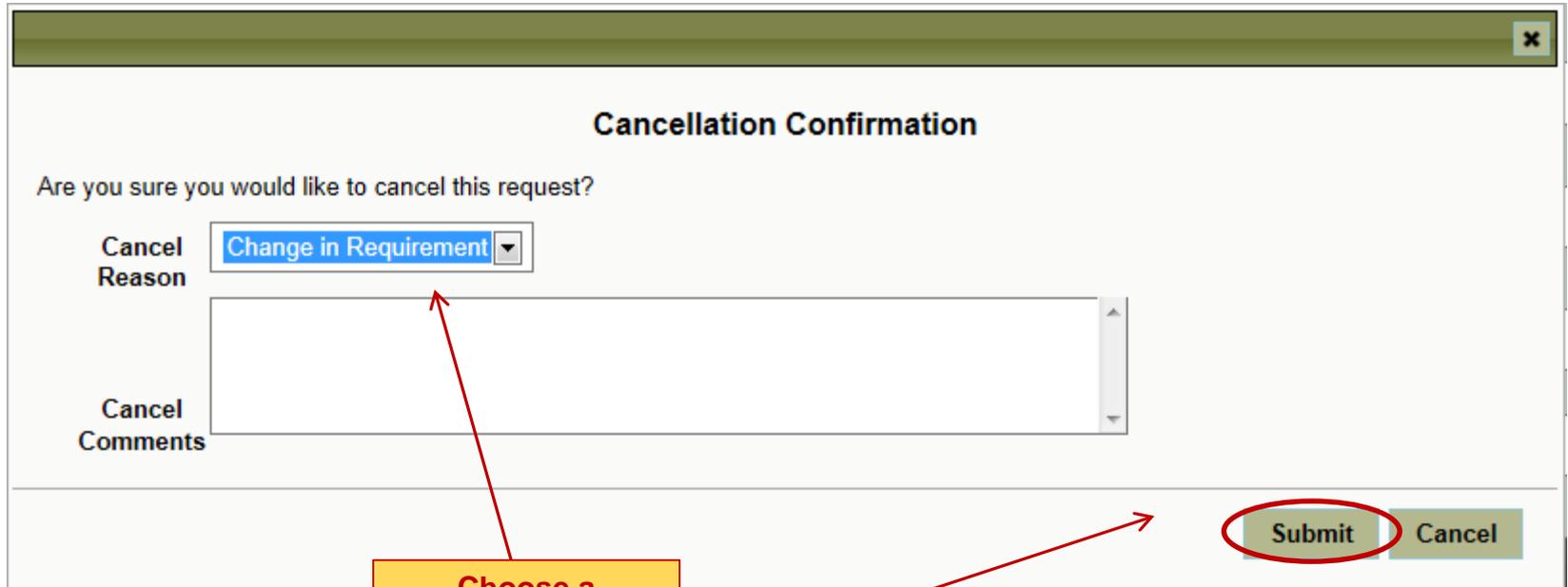
RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

10 Search

| Ref #    | Name                             | Created               | End Date           | Status | # of Bids | Bid Price | Actions                       | Transfer                 |
|----------|----------------------------------|-----------------------|--------------------|--------|-----------|-----------|-------------------------------|--------------------------|
| ▶ 142077 | Reverse Auction Test #1 Desktops | 1/20/2016 11:13:49 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share        |                          |
| ▶ 142078 | Reverse Auction Test #2 Desktops | 1/20/2016 12:13:13 PM | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share        | <input type="checkbox"/> |
| ▶ 142079 | Reverse Auction Test #3 Desktops | 1/20/2016 11:57:16 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share        | <input type="checkbox"/> |
| ▶ 142087 | Reverse Auction Test #4 Desktops | 1/21/2016             |                    |        | 0         | 0         | Amend   <b>Cancel</b>   Share | <input type="checkbox"/> |

**Ensure you are on the "Reverse Auction" Index page then click the "Cancel" link to the right of your RA.**

# Cancelling an RA



**Cancellation Confirmation**

Are you sure you would like to cancel this request?

Cancel Reason:

Cancel Comments:

Choose a  
Cancel Reason  
from the  
drop down  
menu and then  
click "Submit"

**NOTE:** Once you  
select "Submit"  
You will not be  
able to edit your  
RA. It will be  
cancelled.

# Cancelling an RA

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Request cancelled

Reverse Auction

RFI - Information
RFQ - Hardware\Software
RFP - Services
Reverse Auction - Hardware\Software
Transfer

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Search

| Ref #    | Name                             | Created               | End Date           | Status    | # of Bids | Bid Price | Actions                | Transfer                 |
|----------|----------------------------------|-----------------------|--------------------|-----------|-----------|-----------|------------------------|--------------------------|
| ▶ 142077 | Reverse Auction Test #1 Desktops | 1/20/2016 11:13:49 AM | 1/29/2016 12:00:00 | Active    | 0         | 0         | Amend   Cancel   Share |                          |
| ▶ 142078 | Reverse Auction Test #2 Desktops | 1/20/2016 12:13:13 PM | 1/29/2016 12:00:00 | Active    | 0         | 0         | Amend   Cancel   Share | <input type="checkbox"/> |
| ▶ 142079 | Reverse Auction Test #3 Desktops | 1/20/2016 11:57:16 AM | 1/29/2016 12:00:00 | Active    | 0         | 0         | Amend   Cancel   Share | <input type="checkbox"/> |
| ▶ 142087 | Reverse Auction Test #4 Desktops | 1/21/2016 11:07:37 AM | 2/1/2016 12:00:00  | Cancelled | 0         | 0         | Amend   Cancel   Share | <input type="checkbox"/> |

**NOTE: Once the RA is cancelled you will have to submit a new RA if you have a new requirement.**

**Once you have cancelled your RA a confirmation will appear at the top of your screen and the Status column will change to "Cancelled."**

# Transferring an RA

# Transferring an RA

The **Transfer** feature allows you to:

- Transfer an RA at any time in the process to another user
- User is able to transfer multiple RAs at once to another user
- The person who submitted or anyone with administrative authority may transfer/reassign the RA
- NOTE: Once you transfer your RA you will no longer be able to see it

# How a Requestor Transfers an RA

**Reverse Auction**

RFI - Information   RFQ - Hardware\Software   RFP - Services   Reverse Auction - Hardware\Software   **Transfer**

| Ref #    | Name                             | Created               | End Date           | Status | # of Bids | Bid Price | Actions                | Transfer                            |
|----------|----------------------------------|-----------------------|--------------------|--------|-----------|-----------|------------------------|-------------------------------------|
| ▶ 142077 | Reverse Auction Test #1 Desktops | 1/20/2016 11:13:49 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share |                                     |
| ▶ 142078 | Reverse Auction Test #2 Desktops |                       |                    |        | 0         | 0         | Amend   Cancel   Share | <input type="checkbox"/>            |
| ▶        |                                  |                       |                    |        | 0         | 0         | Amend   Cancel   Share | <input checked="" type="checkbox"/> |

**NOTE:** If you click on multiple checkboxes you will be able to transfer multiple RAs to one person.

Ensure you are on the "Reverse Auction" Index page, then click the checkbox under the Transfer column found to the right of your RA and then click "Transfer."

# How a Requestor Transfers an RA

Once you start typing a last name, this field will auto populate with a list of users pertinent to your search.



Transfer Request

Transfer to

User: Cody, William (william.m.cody14.ctr@mail.mil)

Submit Cancel

Then click "Submit" to Transfer the RA.

# How a Requestor Transfers an RA

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## Reverse Auction

RFI - Information | RFQ - Hardware\Software | RFP - Services | Reverse Auction - Hardware\Software | Transfer

10 [Search]

| Ref #   | Name | Created               | End Date           | Status | # of Bids | Bid Price | Actions                | Transfer                            |
|---------|------|-----------------------|--------------------|--------|-----------|-----------|------------------------|-------------------------------------|
| ▶ 14207 |      | 1/20/2016 11:13:49 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share |                                     |
| ▶ 14207 |      | 1/20/2016 12:13:13 F  |                    |        | 0         | 0         | Amend   Cancel   Share | <input type="checkbox"/>            |
| ▶ 14207 |      | 1/20/2016 11:57:16 A  |                    |        | 0         | 0         | Amend   Cancel   Share | <input checked="" type="checkbox"/> |
| ▶ 14208 |      | 1/21/2016 11:07:37 A  |                    |        | 0         | 0         |                        |                                     |

Once you hit save to transfer your RA a confirmation screen will appear. Click OK to continue. Once you refresh your screen your RA will no longer appear.

Message from webpage

Transfer completed

**OK**

**NOTE:** The RA that was transferred will no longer appear in your list of RAs.

Hours: Monday-Friday 8am-5pm EST  
 Email: [armychess@mail.mil](mailto:armychess@mail.mil)

UNCLASSIFIED Version: 3.4 Build: 11 Revision: 0

# Accept an RA Bid

# How to Accept a Bid

The **Accept Bid** feature allows you to:

- Accept a bid once the bidding period has closed.
- Notify vendor of updates and acceptance of an RA bid.

# How to Accept a Bid

## Reverse Auction

RFI - Information    RFQ - Hardware\Software    RFP - Services    Reverse Auction - Hardware\Software    Bidding Rate Report    Transfer

10

| Ref #    | Name                                            | Created               | End Date           | Status       | # of Bids | Bid Price | Actions                                                                                                             | Transfer                 |
|----------|-------------------------------------------------|-----------------------|--------------------|--------------|-----------|-----------|---------------------------------------------------------------------------------------------------------------------|--------------------------|
| ▶ 151222 | Dell Netshelter SX 24u (Name Brand or Equal To) | 8/8/2016 11:44:09 AM  | 8/18/2016 11:00:00 | Closed       | 9         | 36000.00  | <input type="button" value="Share"/>                                                                                |                          |
| ▶ 151218 | PR 0010901109 Visual Equipment- 8th TSC         | 8/8/2016 11:14:05 AM  | 8/19/2016 11:00:00 | Closed       | 7         | 60.00     | <input type="button" value="Share"/>                                                                                |                          |
| ▶ 151217 | 27 " LED HD Monitors                            | 8/8/2016 11:00:07 AM  | 8/19/2016 11:00:00 | Closed       | 7         | 40.00     | <input type="button" value="Share"/>                                                                                |                          |
| ▶ 151229 | Desktop Computers                               | 8/10/2016 12:11:10 PM | 8/19/2016 11:00:00 | Closed       | 7         | 900.00    |                                                                                                                     |                          |
| ▶ 151228 | Laptops for AMC                                 | 8/10/2016 11:30:09 AM | 8/19/2016 11:00:00 | Closed       | 11        | 0.00      |                                                                                                                     |                          |
| ▶ 151223 | GaARNG Brand Name or Equal Dell Notebooks       | 8/8/2016 11:46:27 AM  | 8/19/2016 11:00:00 | Closed       | 7         | 264080.00 | <input type="button" value="Share"/>                                                                                |                          |
| ▶ 151219 | Large Format Plotter                            | 8/8/2016 11:19:40 AM  | 8/19/2016 11:00:00 | Closed       | 7         | 19005.00  | <input type="button" value="Share"/>                                                                                |                          |
| ▶ 151242 | 39 Alienware i7 with a 1TB video card           | 8/15/2016 3:18:19 PM  | 8/16/2016 08:00:00 | Completed    | 1         | 10000.00  |                                                                                                                     | <input type="checkbox"/> |
| ▶ 151220 | ERDAS Intergraph Software                       | 8/8/2016 11:22:24 AM  | 8/22/2016 11:00:00 | PendingAward | 1         | 20000.00  | <input type="button" value="Amend"/>   <input type="button" value="Cancel"/>   <input type="button" value="Share"/> | <input type="checkbox"/> |
| ▶ 151239 | 33 MultiFunctional Devices for 379th Delaware   | 8/12/2016 3:47:44 PM  | 8/23/2016 15:00:00 | PendingAward | 1         | 0.01      | <input type="button" value="Amend"/>   <input type="button" value="Cancel"/>                                        | <input type="checkbox"/> |

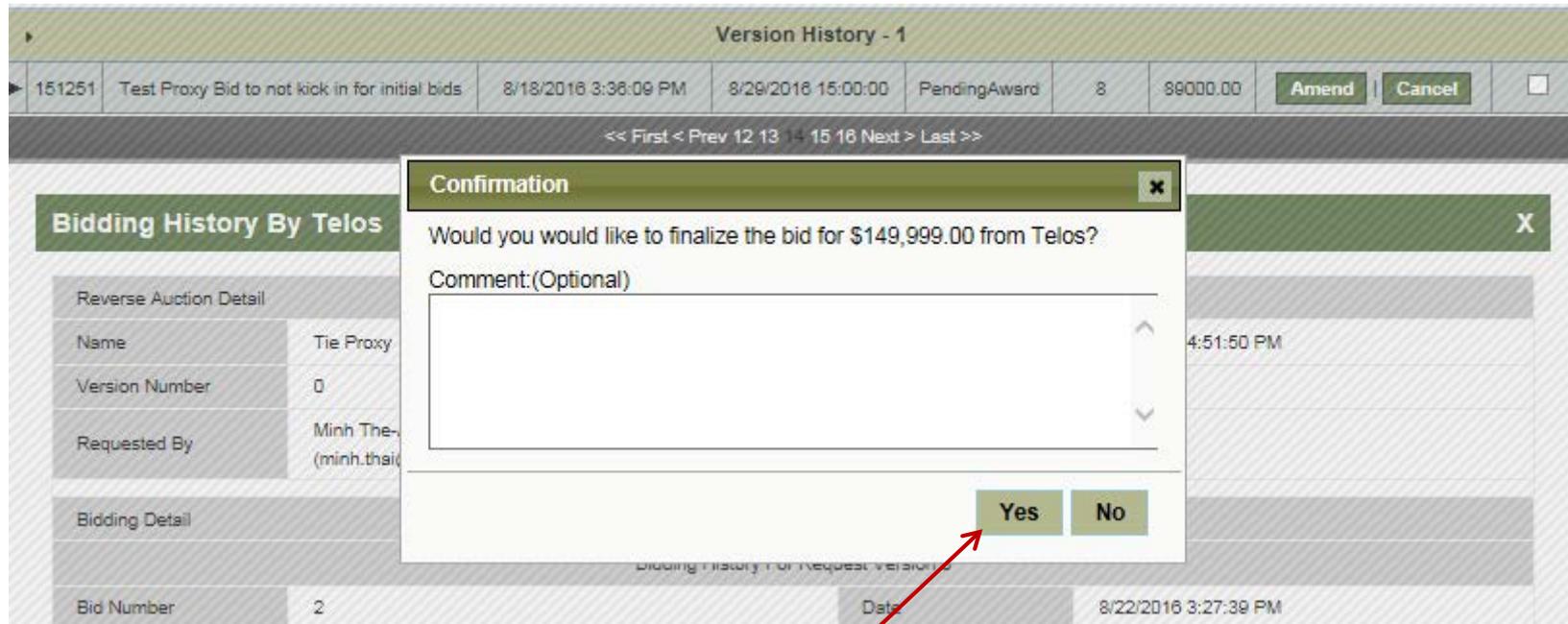
**In order to accept a bid the auction must be done and the status is marked at "Pending Award"**

**Click the triangle to the left to expand, view Responses and Version History.**

<< First < Prev 12 13 14 15 16 Next >



# How to Accept a Bid



The screenshot displays the 'Version History - 1' interface. At the top, a table lists bid details: Bid Number 151251, Description 'Test Proxy Bid to not kick in for initial bids', Date '8/18/2016 3:36:09 PM', Status 'PendingAward', and Amount '\$9000.00'. Below this is a 'Confirmation' dialog box with the text: 'Would you would like to finalize the bid for \$149,999.00 from Telos?'. The dialog includes a 'Comment:(Optional)' text area and 'Yes' and 'No' buttons. A red arrow points from a text box below to the 'Yes' button.

| Bid Number | Description                                    | Date                 | Status       | Amount    |
|------------|------------------------------------------------|----------------------|--------------|-----------|
| 151251     | Test Proxy Bid to not kick in for initial bids | 8/18/2016 3:36:09 PM | PendingAward | \$9000.00 |

Confirmation Dialog:

Would you would like to finalize the bid for \$149,999.00 from Telos?

Comment:(Optional)

Yes No

Once you select "Yes" a notification email will be sent to the vendor and the auction will be set to "Complete"

# Vendor View of an RA

# Vendor View of RA Requests

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Reverse Auction

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## Reverse Auction

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software

10 W91QUZ-06-D-0002 Search

| Ref #    | Name                                           | Created               | Due                | Status | Bids Submitted | Actions                                      |
|----------|------------------------------------------------|-----------------------|--------------------|--------|----------------|----------------------------------------------|
| ▶ 142066 | RA Outbid Test                                 | 1/15/2016 3:28:32 PM  | 1/26/2016 16:00:00 | Active | Yes            | <a href="#">Bid</a>   <a href="#">No Bid</a> |
| ▶ 142070 | Flat Bid with Proxy Outbid email Test          | 1/15/2016 4:06:20 PM  | 1/26/2016 17:00:00 | Active | Yes            | <a href="#">Bid</a>   <a href="#">No Bid</a> |
| ▶ 142071 | Part 2 - Flat Bid with Proxy Outbid email Test | 1/15/2016 4:34:06 PM  | 1/26/2016 17:00:00 | Active | Yes            | <a href="#">Bid</a>   <a href="#">No Bid</a> |
| ▶ 142072 | Part 3 - Flat Bid with Proxy Outbid email Test | 1/15/2016 4:34:06 PM  | 1/26/2016 17:00:00 | Active | Yes            | <a href="#">Bid</a>   <a href="#">No Bid</a> |
| ▶ 142073 | Part 4 - Flat Bid with Proxy Outbid email Test | 1/15/2016 4:34:06 PM  | 1/26/2016 17:00:00 | Active | Yes            | <a href="#">Bid</a>   <a href="#">No Bid</a> |
| ▶ 142064 | test draft                                     | 1/15/2016 4:34:06 PM  | 1/26/2016 17:00:00 | Active | No             | <a href="#">Bid</a>   <a href="#">No Bid</a> |
| ▶ 142077 | Reverse Auction Test #1 Desktops               | 1/20/2016 11:18:16 AM | 1/29/2016 12:00:00 | Active | No             | <a href="#">Bid</a>   <a href="#">No Bid</a> |
|          | Desktops                                       | 1/20/2016 12:13:13 PM | 1/29/2016 12:00:00 | Active | No             | <a href="#">Bid</a>   <a href="#">No Bid</a> |
|          | Desktops                                       | 1/20/2016 11:57:16 AM | 1/29/2016 12:00:00 | Active | No             | <a href="#">Bid</a>   <a href="#">No Bid</a> |
|          |                                                | 1/14/2016 2:43:36 PM  | 2/29/2016 15:00:00 | Active | No             | <a href="#">Bid</a>   <a href="#">No Bid</a> |

**In order to respond to a particular RA, the Vendor must click the "Bid" or "No Bid" links to the right of the RA.**

**Once Vendors login, they will see a screen that looks like this.**

# Vendor Bids an RA

## Reverse Auction Information

|                  |                       |
|------------------|-----------------------|
| Apparent Low Bid | 0.00                  |
| Next Low Bid     | 0.00                  |
| Start Time (EST) | 1/20/2016 12:13:13 PM |
| End Time (EST)   | 1/29/2016 12:00:00 PM |

## Response

|                      |                      |      |
|----------------------|----------------------|------|
| Bid is good for      | <input type="text"/> | days |
| Flat Bid             | <input type="text"/> |      |
| Proxy Bid (Optional) | <input type="text"/> |      |
| Bid Comment          | <input type="text"/> |      |

Characters left: 4000

**A Vendor uses an online form to submit a response, (bid or “no bid”), but will submit proposal documents via the Attachments tool to the RA requestor.**

## Attachments

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

|                      |           |       |
|----------------------|-----------|-------|
| <input type="text"/> | Browse... | Clear |

**Vendors may attach up to 5 files of 5MB each. (The system accommodates Word, Excel, PDF, TIF, and WinZip files)**

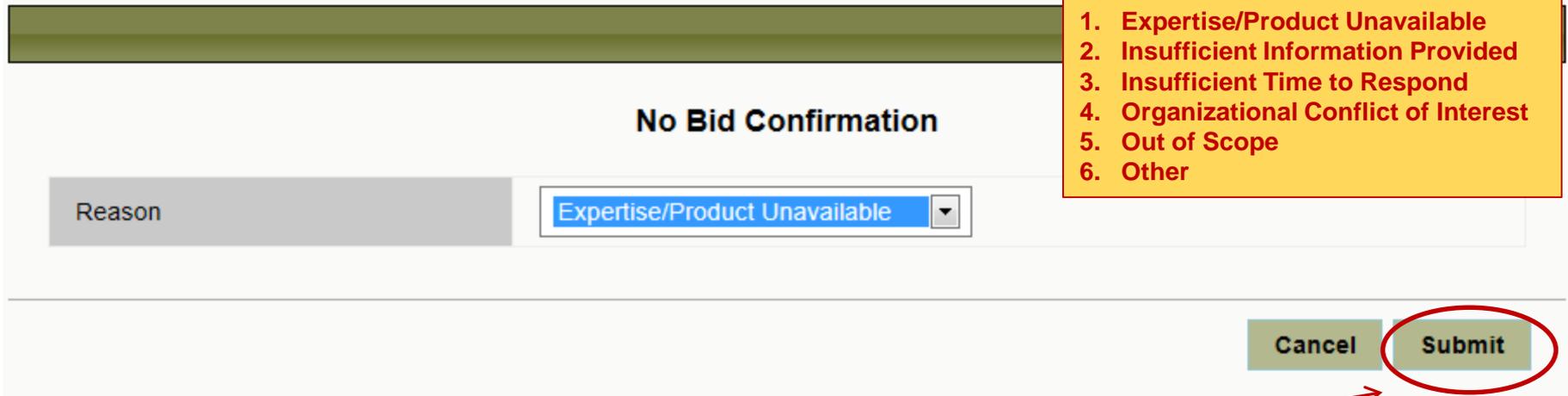
Vendor clicks “Submit” to submit RA response →

|        |               |
|--------|---------------|
| Cancel | <b>Submit</b> |
|--------|---------------|

# Vendor No Bids an RA

A Vendor uses an online form to submit a no bid. Drop down reasons include the following:

1. Expertise/Product Unavailable
2. Insufficient Information Provided
3. Insufficient Time to Respond
4. Organizational Conflict of Interest
5. Out of Scope
6. Other



**No Bid Confirmation**

Reason: Expertise/Product Unavailable

Cancel Submit

Vendor clicks "Submit" to submit RA response

# Vendor Responds to an RA

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Welcome: The Vendor

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Reverse Auction

Hardware
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Reverse Auction

RFI - Information
RFQ - Hardware\Software
RFP - Services
Reverse Auction - Hardware\Software

| Ref #    | Name                                           | Created               | Due                | Status | Bids Submitted | Actions                            |                                       |
|----------|------------------------------------------------|-----------------------|--------------------|--------|----------------|------------------------------------|---------------------------------------|
| ▶ 142066 | RA Outbid Test                                 | 1/15/2016 3:28:32 PM  | 1/26/2016 16:00:00 | Active | Yes            | <input type="button" value="Bid"/> | <input type="button" value="No Bid"/> |
| ▶ 142070 | Flat Bid with Proxy Outbid email Test          |                       |                    | Active | Yes            | <input type="button" value="Bid"/> | <input type="button" value="No Bid"/> |
| ▶ 142071 | Part 2 - Flat Bid with Proxy Outbid email Test |                       |                    | Active | Yes            | <input type="button" value="Bid"/> | <input type="button" value="No Bid"/> |
| ▶ 142072 | Part 3 - Flat Bid with Proxy Outbid email Test |                       |                    | Active | Yes            | <input type="button" value="Bid"/> | <input type="button" value="No Bid"/> |
| ▶ 142073 | Part 4 - Flat Bid with Proxy Outbid email Test |                       |                    | Active | Yes            | <input type="button" value="Bid"/> | <input type="button" value="No Bid"/> |
| ▶ 142064 | test draft                                     |                       |                    | Active | No             | <input type="button" value="Bid"/> | <input type="button" value="No Bid"/> |
| ▶ 142077 |                                                |                       |                    | Active | No             | <input type="button" value="Bid"/> | <input type="button" value="No Bid"/> |
| ▶ 142078 |                                                | 1/20/2016 12:13:13 PM | 1/29/2016 12:00:00 | Active | Yes            | <input type="button" value="Bid"/> | <input type="button" value="No Bid"/> |
| ▶ 142040 |                                                | 1/14/2016 2:43:36 PM  | 2/29/2016 15:00:00 | Active | No             | <input type="button" value="Bid"/> | <input type="button" value="No Bid"/> |

**Once a response is submitted a confirmation screen will appear.**

Message from webpage

You have responded to the request

# Requestor View of RA Responses

# View RA Responses

**CHES IT E-MART**  
Army's designated Primary Source for commercial IT

Welcome: CHES Tutorials Admin

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Hardware Software Services RFx Consolidated Buy Resources About CHES

## Reverse Auction

RFI - Information RFQ - Hardware\Software RFP - Services Reverse Auction - Hardware\Software Transfer

10 Search

| Ref #    | Name                             | Created               | End Date           | Status | # of Bids | Bid Price | Actions                | Transfer                 |
|----------|----------------------------------|-----------------------|--------------------|--------|-----------|-----------|------------------------|--------------------------|
| ▶ 142077 | Reverse Auction Test #1 Desktops | 1/20/2016 11:13:49 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share |                          |
| ▼ 142078 | Reverse Auction Test #2 Desktops | 1/20/2016 12:13:13 PM | 1/29/2016 12:00:00 | Active | 1         | 100.00    | Amend   Cancel   Share | <input type="checkbox"/> |

▶ Responses - 1 / 8

▶ Bidding History

▶ Version History - 2

Ensure you are on the "Reverse Auction" Index page when reviewing responses. Expand the RA you want to review by clicking the triangles to the left and filter down to see responses.

Responses - 1 / 8

1/8 indicates number of vendors that have responded. (Ex: Out of 8 Vendors 1 responded)

# View RA Responses

## Reverse Auction

RFI - Information    RFQ - Hardware\Software    RFP - Services    Reverse Auction - Hardware\Software    Transfer

10  Search

| Ref #    | Name                             | Created               | End Date           | Status | # of Bids | Bid Price | Actions                | Transfer                 |
|----------|----------------------------------|-----------------------|--------------------|--------|-----------|-----------|------------------------|--------------------------|
| ▶ 142077 | Reverse Auction Test #1 Desktops | 1/20/2016 11:13:49 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | Amend   Cancel   Share |                          |
| ▼ 142078 | Reverse Auction Test #2 Desktops | 1/20/2016 12:13:13 PM | 1/29/2016 12:00:00 | Active | 1         | 100.00    | Amend   Cancel   Share | <input type="checkbox"/> |

▼ Responses - 1 / 8

| Contract         | Vendor          | Acknowledged | Responded             |
|------------------|-----------------|--------------|-----------------------|
| W91QUZ-06-D-0001 | Telos           |              |                       |
| W91QUZ-06-D-0002 | Dell            | 1/21/2016    | 1/21/2016 11:40:39 AM |
| W91QUZ-06-D-0003 | CDW-G           |              |                       |
| W91QUZ-06-D-0004 | Hewlett Packard |              |                       |
| W91QUZ-06-D-0005 | ITG             |              |                       |
| W91QUZ-06-D-0006 | Transource      |              |                       |
|                  | Emtec Federal   |              |                       |
|                  | NCS             |              |                       |

Bidding History

▶ Version History - 2

If you click on responses you can see when the vendor acknowledged your request and when they responded.

**NOTE: Vendors will see the bid history but will NOT see who is bidding**

# View RA Responses

## Reverse Auction

RFI - Information   RFQ - Hardware\Software   RFP - Services   Reverse Auction - Hardware\Software   Transfer

| Ref #    | Name                             | Created               | End Date           | Status | # of Bids | Bid Price | Actions                              |                                       |                                      | Transfer                 |
|----------|----------------------------------|-----------------------|--------------------|--------|-----------|-----------|--------------------------------------|---------------------------------------|--------------------------------------|--------------------------|
| ▶ 142077 | Reverse Auction Test #1 Desktops | 1/20/2016 11:13:49 AM | 1/29/2016 12:00:00 | Active | 0         | 0         | <input type="button" value="Amend"/> | <input type="button" value="Cancel"/> | <input type="button" value="Share"/> |                          |
| ▼ 142078 | Reverse Auction Test #2 Desktops | 1/20/2016 12:13:13 PM | 1/29/2016 12:00:00 | Active | 1         | 100.00    | <input type="button" value="Amend"/> | <input type="button" value="Cancel"/> | <input type="button" value="Share"/> | <input type="checkbox"/> |

▶ Responses - 1 / 8

▼ Bidding History

| Bids | Vendor | Date                  | Amount | Status | Actions                                          |
|------|--------|-----------------------|--------|--------|--------------------------------------------------|
| 1    | Dell   | 1/21/2016 11:40:39 AM | 100.00 | Lead   | <input type="button" value="Reject Latest Bid"/> |

▶ Version History - 2

If you click on bidding history you can see which vendors have provided bids and who is currently in the lead.

# Printing an RA

# Printing an RA

## Reverse Auction

RFI - Information   RFQ - Hardware\Software   RFP - Services   Reverse Auction - Hardware\Software   Transfer

10 Search

| Ref #    | Name                             | Created               | End Date           | Status    | # of Bids | Bid Price | Actions                                                                | Transfer                 |
|----------|----------------------------------|-----------------------|--------------------|-----------|-----------|-----------|------------------------------------------------------------------------|--------------------------|
| ▶ 142077 | Reverse Auction Test #1 Desktops | 1/20/2016 11:13:49 AM | 1/29/2016 12:00:00 | Active    | 0         | 0         | <a href="#">Amend</a>   <a href="#">Cancel</a>   <a href="#">Share</a> |                          |
| ▶ 142078 | Reverse Auction Test #2 Desktops | 1/20/2016 12:13:13 PM | 1/29/2016 12:00:00 | Active    | 1         | 100.00    | <a href="#">Amend</a>   <a href="#">Cancel</a>   <a href="#">Share</a> | <input type="checkbox"/> |
| ▶ 142087 | Reverse Auction Test #4 Desktops | 1/21/2016 11:07:37 AM | 2/1/2016 12:00:00  | Cancelled | 0         | 0         | <a href="#">Share</a>                                                  |                          |

Details X

### Submitting POC

|        |                     |          |                                     |
|--------|---------------------|----------|-------------------------------------|
| Name   | ESS Tutorials Admin | Email    | chesstutorials22@gmail.com          |
| Agency | ARMY                | Activity | HEADQUARTERS DEPARTMENT OF THE ARMY |
| Phone  | 703-806-9087        | State    | VA                                  |
|        |                     | Zip Code | 22152                               |

Click on the RA that you would like to print



# Printing an RA

## Shipping information

|                             |           |
|-----------------------------|-----------|
| Shipping Mode               | CONUS     |
| Multiple shipping addresses | No        |
| Shipping Instructions       | Test TEST |

## Reverse Auction

|                       |                                    |
|-----------------------|------------------------------------|
| Target Price          | \$                                 |
| Target Price Active   | No                                 |
| Bid Decrement         | 2.00 %                             |
| Auction End Date      | 1/29/2016 12:00:00                 |
| Time Remaining        | 8 Days 0 Hours 6 Minutes 5 Seconds |
| Finalized Bid Comment |                                    |

Scroll down and  
Click the "Print"  
button at the bottom  
of the page

Print Create SONA

# Questions



For information about using the  
CHES IT e-mart, contact the  
CHES Customer Support Team by  
email at: [armychess@mail.mil](mailto:armychess@mail.mil) or  
toll free at (888) 232-4405