

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

**SERVICES**  
**Request for Proposal  
(RFP) Tutorial**



# Introduction

- This briefing will introduce the Request for Proposal (RFP) process
- Requests for Proposals (RFPs) must be created by a Contracting Officer or Contract Specialist using the CHES IT e-mart <https://chess.army.mil>
- You will learn:
  - CHES IT e-mart Registration
  - How a Contracting Officer or Contract Specialist creates and submits an RFP
  - How to create a draft RFP
  - How a Contracting Officer or Contract Specialist manages an RFP
    - Sharing an RFP
    - Amending an RFP
    - Canceling an RFP
    - Transferring an RFP
  - How a Vendor views and responds to an RFP response
  - How a Contracting Officer or Contract Specialist can view RFP submissions

# Table of Contents

<u>Section</u>	<u>Slide Number</u>
<a href="#"><u>Browser Requirements</u></a>	4
<a href="#"><u>The RFP Process</u></a>	5
<a href="#"><u>Creating a Draft RFP</u></a>	22
<a href="#"><u>Sharing an RFP</u></a>	29
<a href="#"><u>Amending an RFP</u></a>	32
<a href="#"><u>Cancelling an RFP</u></a>	38
<a href="#"><u>Transferring an RFP</u></a>	43
<a href="#"><u>Vendor View of RFP Submissions</u></a>	48
<a href="#"><u>Contracting Specialist or Contracting Officer View of RFP Submissions</u></a>	53



# Browser Requirements

## Please NOTE:

- The RFP process runs best in Firefox, Internet Explorer 9 or 10 and Google Chrome.

## Not Recommended

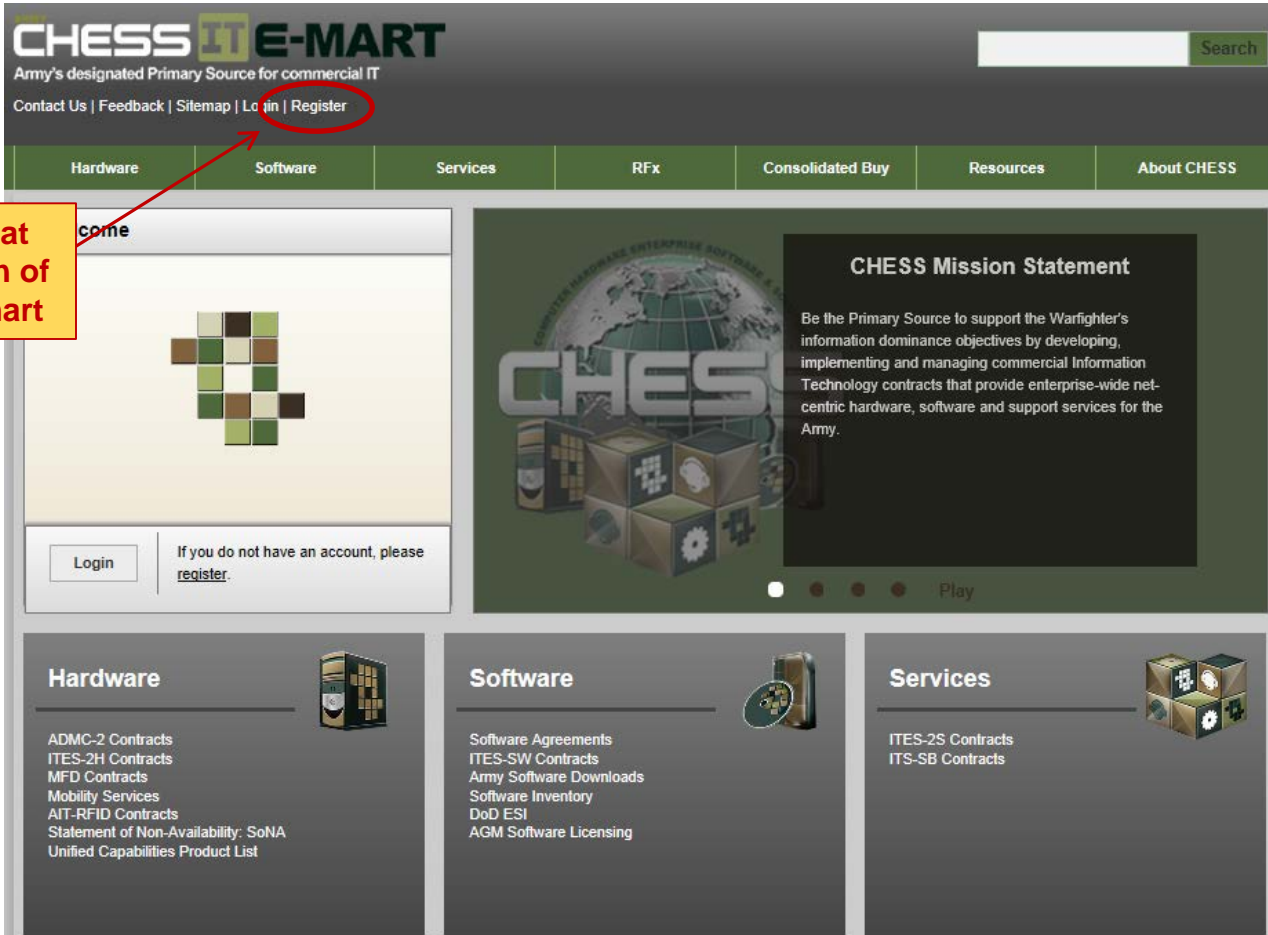


# The RFP Process



# Step 1 - Register

- If you do not have an account with the CHESS IT e-mart you must first register in order to gain access to the RFP Manager.



The screenshot shows the CHESS IT E-MART website. At the top, the logo reads "CHESS IT E-MART" with the tagline "Army's designated Primary Source for commercial IT". Below the logo is a navigation menu with links for "Contact Us", "Feedback", "Sitemap", "Login", and "Register". The "Register" link is circled in red. A search bar is located to the right of the navigation menu. Below the navigation menu are several categories: "Hardware", "Software", "Services", "RFx", "Consolidated Buy", "Resources", and "About CHESS".

A callout box on the left side of the screenshot contains the text: "Click 'Register' at the top left section of the CHESS IT e-mart".

The main content area features a "Welcome" message with a "Login" button and a link to "register" for users without an account. To the right is a "CHESS Mission Statement" section with a video player. Below this are three main category sections: "Hardware", "Software", and "Services", each with a list of contract types and a representative icon.

# 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:

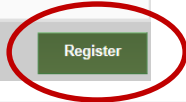
- 2 uppercase letters
- 2 lowercase letters
- 2 numbers
- 2 special characters

**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.)**

**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"/>		

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



# Step 3 - Login to the CHESS 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 RFP  
process.**

**After logging in you  
will be returned to the  
home page - click on  
the RFP  
links again.**

## Login

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

Ignore certificate

Recover Password

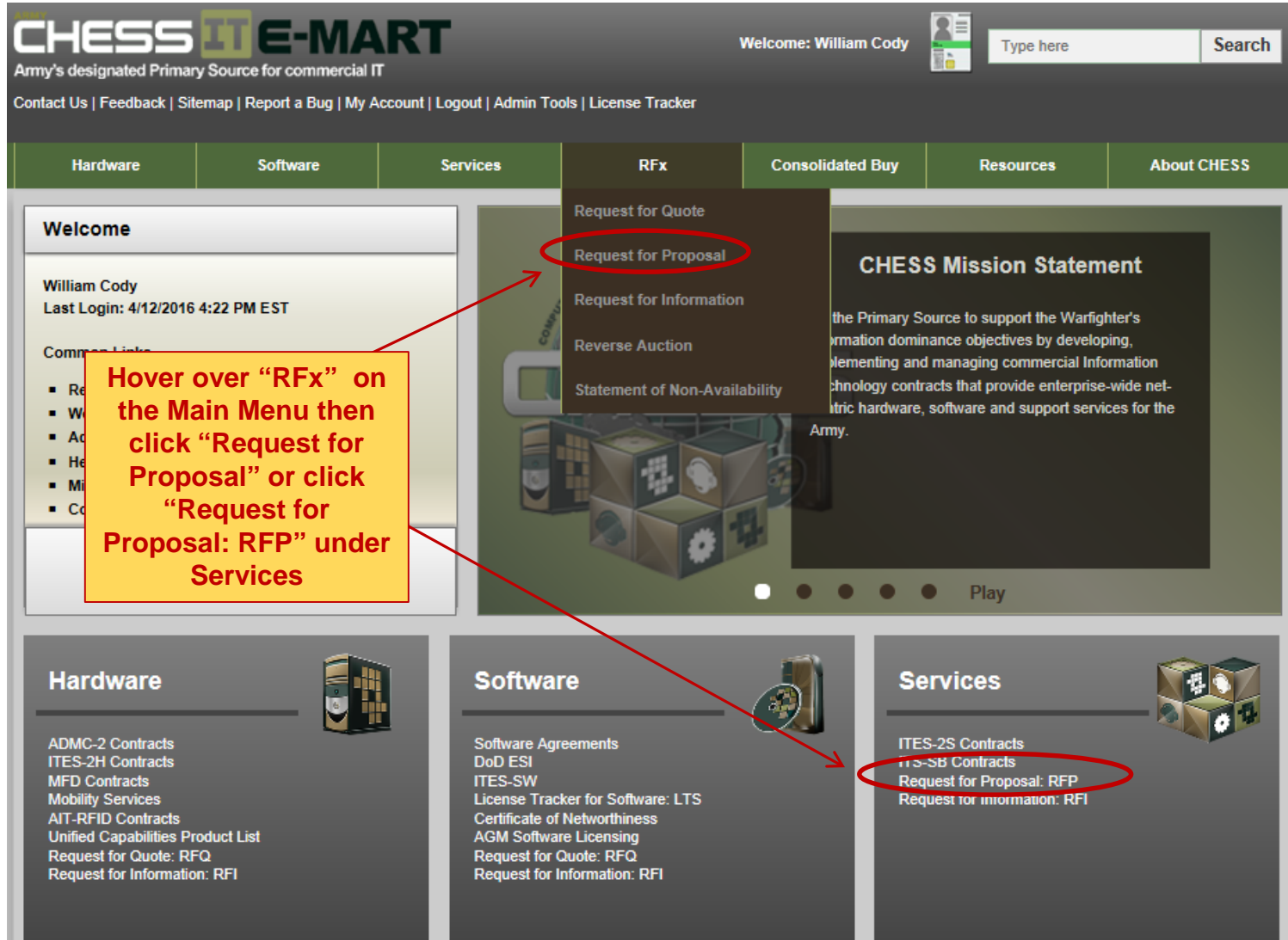
Register if you don't have an account.

Login

**CAC Login Screen**



# Step 4 - Access the RFP Manager



The screenshot shows the CHES E-MART website interface. At the top, the logo reads "CHES E-MART" with the tagline "Army's designated Primary Source for commercial IT". A navigation bar contains categories: Hardware, Software, Services, RFX, Consolidated Buy, Resources, and About CHES. The "RFX" category is highlighted, and a dropdown menu is open, listing options: Request for Quote, Request for Proposal (circled in red), Request for Information, Reverse Auction, and Statement of Non-Availability. A yellow callout box with red text says: "Hover over 'RFX' on the Main Menu then click 'Request for Proposal' or click 'Request for Proposal: RFP' under Services". Below the navigation bar, there are three main content areas: Hardware, Software, and Services. The Services area lists "Request for Proposal: RFP" (circled in red) and "Request for Information: RFI".

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

Welcome: William Cody

Type here Search

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools | License Tracker

Hardware Software Services RFX Consolidated Buy Resources About CHES

**Welcome**

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

Common Links

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

**CHES 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 network 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
- ITES-SB Contracts
- Request for Proposal: RFP
- Request for Information: RFI

# Step 5 - Create an RFP

## Request For Proposal

RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer	
10				Index				Search	
Ref #	Name		Create	Due	Status	Actions		Responses	Transfer
▶ 150876	Testing RFP	2	Draft	2016-04-29	Open	Amend	Cancel	0/16	<input type="checkbox"/>

To create an RFP from any RFx page, hover over the "RFP - Services" button and select "Create".

# Step 6 - Select Type of Request

## Create Request For Proposal

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

**Save As Draft**

Programs  
- Select -

**Select either ITES-2S or ITS-SB from the drop down menu**

**Note: You must select either one or all.**

# Step 7 - Select Vendors

## Create Request For Proposal

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

**Save As Draft**

Programs  
ITES-2S

Vendors

- W91QUZ-06-D-0020 : CACI ISS, Inc.
- W91QUZ-07-D-0001 : Harris IT Services Corporation
- W91QUZ-07-D-0002 : Pragmatics, Inc.
- W91QUZ-07-D-0003 : BAE
- W91QUZ-07-D-0004 : NCI Information Systems
- W91QUZ-07-D-0005 : Northrop Grumman

Clear    **Select All**

Note: You must select either one or all.

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

# Step 8 - Enter Requirement

Request Name

RFP TEST #1 **(1) Name the RFP**

Agency and Activity

ARMY **(2) Select your Agency & Activity** PEO EIS

Description

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 if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

This is an RFP test. **(3) Enter information about the RFP. Please be sure to provide proposal delivery instructions (e.g. email, hardcopy) in your RFP posting.**

Characters left: 3980

# Step 9 - Add Attachments

**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
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear

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

**NOTE: Please DO NOT add an attachment with other vendor pricing!**

# Step 10 - Dates

## Dates

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

1/12/2016

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

1/13/2016

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

1/22/2016

Jan 2016							February 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29					
31													

Today Done

To alter the "Customer Required By Date" date click on the date. Dates can not equal current date.

### Date Time Frames

**Acknowledge Expected Date: 2 Days**

**Response Expected Date: 3 Days**

**Due Date: 10 Days**

(Time frame is in business days and does not include holidays)

**NOTE: The "Customer Required By Date" can be altered but we ask you follow the time frame when applicable.**

# Step 11 - POC, Questions, Submit RFP

Contact Information

**Submitting POC:**

William Cody  
[william.m.cody14.ctr@mail.mil](mailto:william.m.cody14.ctr@mail.mil)  
Requestor Role: Contract Specialist

**Customer POC:**

First Name: William  
Last Name: Cody  
Commercial Phone:   
Email address: william.m.cody14.ctr@ma  
Customer POC Role: Contract Specialist

Organization:  Army  Non-Army  
(Select one from this list. Use "OTHER" if unknown or not found in the list)

**Enter Details About Your Proposal Request**

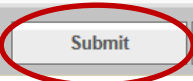
Is this a performance based task order?	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
Is this a new Requirement?	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
Is this Task Order in compliance with the Clinger-Cohen Act?	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No

Submit Cancel

Answer basic Contracting questions regarding this requirement.

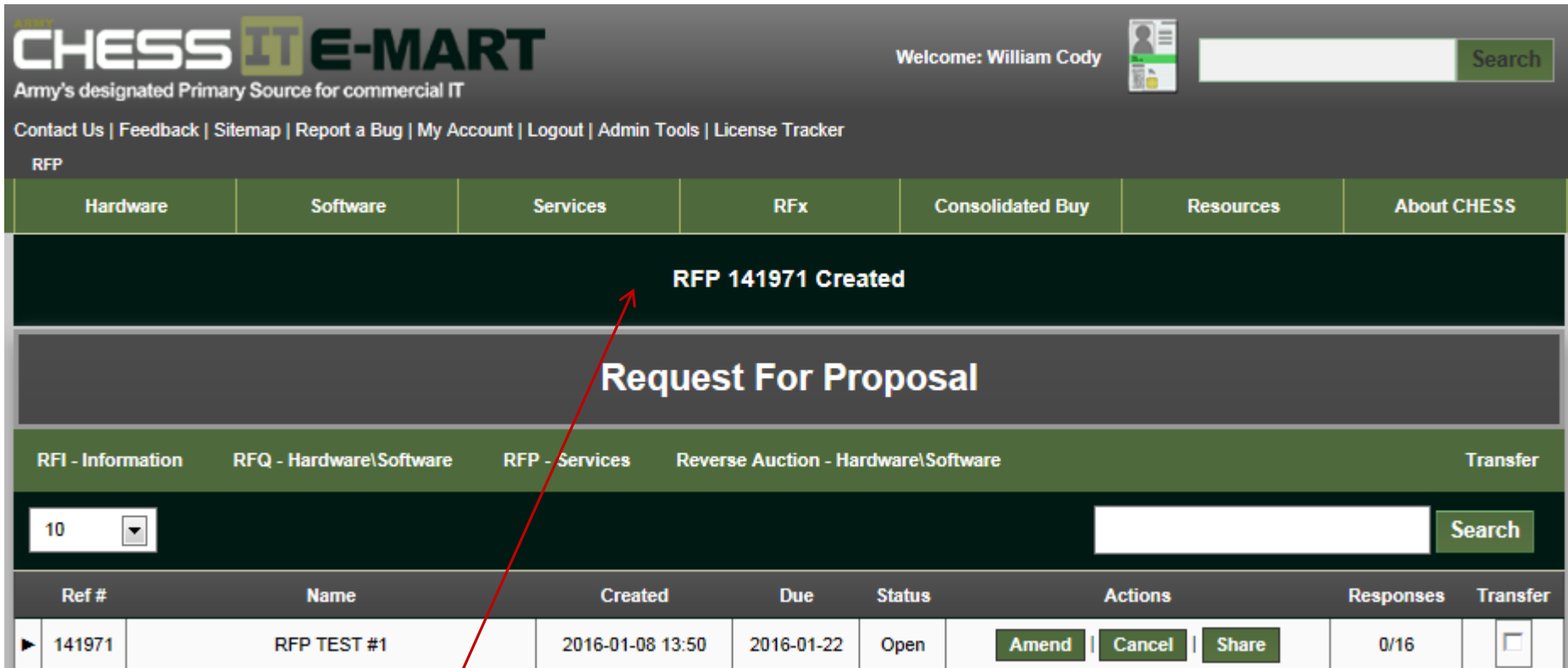
Submit contact information about end user. This information is maintained by CHES, but not shared with vendors.

Click to submit RFP





# View of successfully submitted RFP



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

Welcome: William Cody

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools | License Tracker

RFP

Hardware Software Services RFX Consolidated Buy Resources About CHES

**RFP 141971 Created**

**Request For Proposal**

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

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 141971	RFP TEST #1	2016-01-08 13:50	2016-01-22	Open	Amend   Cancel   Share	0/16	<input type="checkbox"/>

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

**NOTE:** Your screen will automatically update every 90 days and auto archive outdated RFP's

# View of successfully submitted RFP

## Request For Proposal

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

10  Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼ 141971	RFP TEST #1	2016-01-08 13:50	2016-01-22	Open	Amend   Cancel   Share	0/16	<input type="checkbox"/>

Responses - 0 / 16

Version History - 1

### Details

#### Submitting POC

Submitting POC		Customer POC	
Name	William Cody	Name	William Cody
Agency	ARMY	Activity	PEO EIS
Email	william.m.cody14.ctr@mail.mil	Email	william.m.cody14.ctr@mail.mil
Role	Contract Specialist	Role	Contract Specialist

### Request Details

Request Name	RFP TEST #1		
Description	This is an RFP test.		
Program	ITES-2S	Status	Open
Created On	1/8/2016	Reference Number	141971

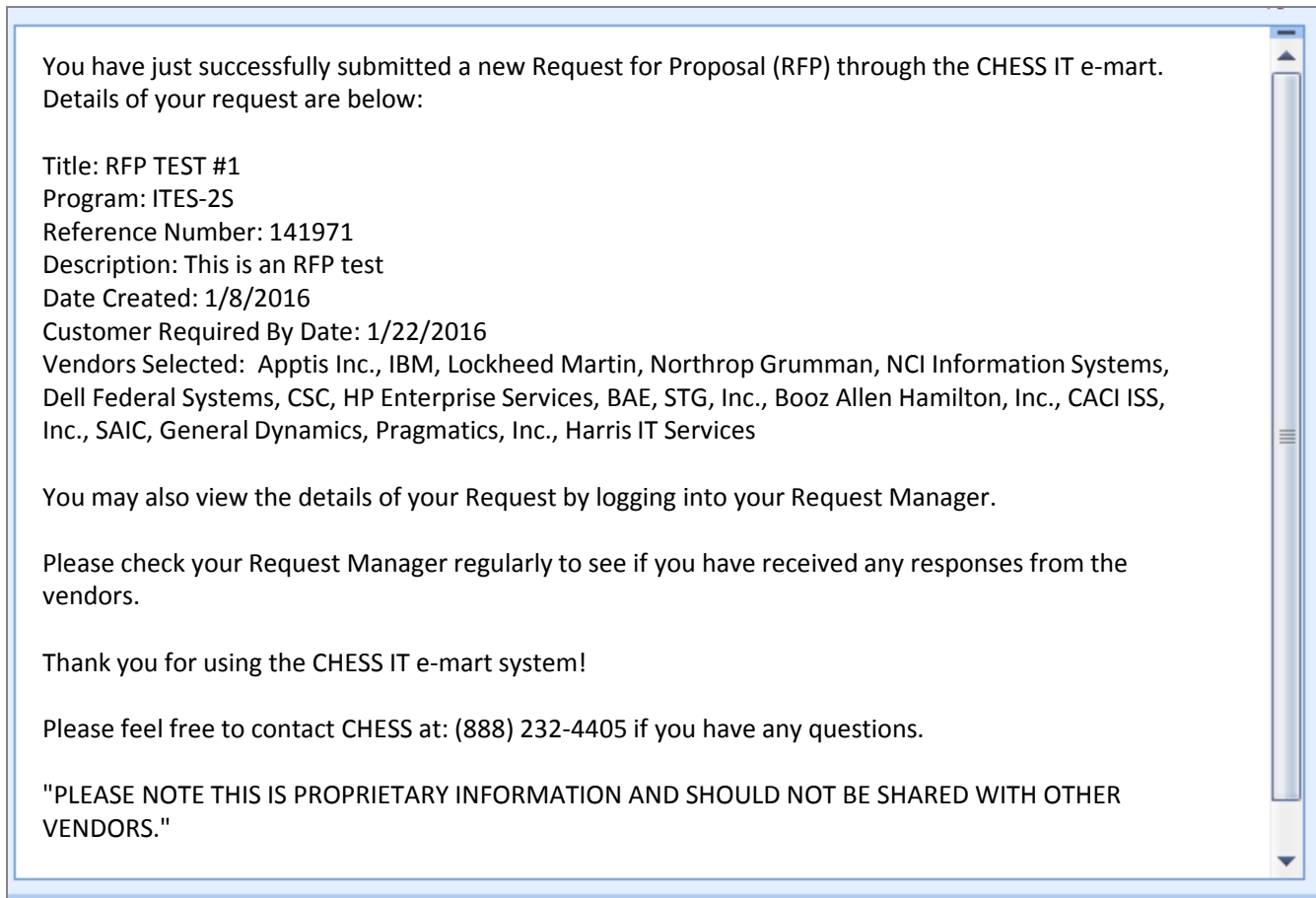
Click the triangle next to the RFP line item you would like to expand for a detailed view

# The RFP Process After Submission

- The Contracting Officer or Contract Specialist and vendor will receive an RFP notification via email from the CHES IT e-mart.
- The vendor responds to the RFP.
- The Contracting Officer or Contract Specialist receives email notification that RFP responses have been posted to their RFP Manager.
- The Contracting Officer or Contract Specialist logs back into the RFP Manager to view responses.

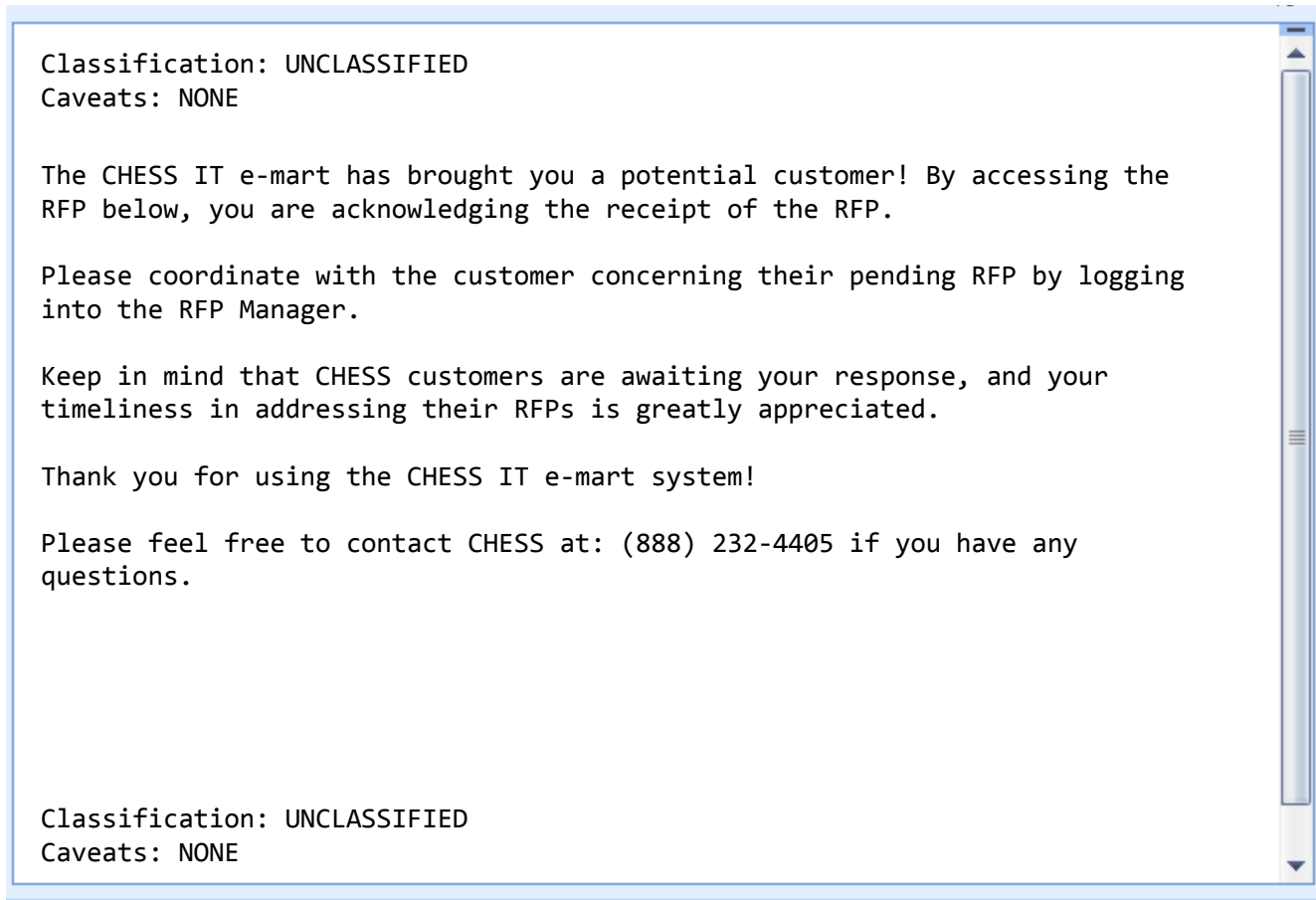
# Email to Contracting Officer or Contract Specialist

- Once your RFP is submitted you will receive an email from CHES like the one below.



# Email to Vendor(s)

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



# Creating a Draft RFP

# Step 1 - Save as Draft

## Create Request For Proposal

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

Programs  
ITES-2S

Vendors

- W91QUZ-06-D-0020 : CACI ISS, Inc.
- W91QUZ-07-D-0001 : Harris IT Services Corporation
- W91QUZ-07-D-0002 : Pragmatics, Inc.
- W91QUZ-07-D-0003 : BAE
- W91QUZ-07-D-0004 : NCI Information Systems
- W91QUZ-07-D-0005 : Northrop Grumman

Clear    Select All

**Note: You must select either one or all.**

**Save As Draft**

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

# Step 2 - View RFP Drafts

## Request For Proposal

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

10  Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 141971	RFP TEST #1	2016-01-08 13:50	2016-01-22	Open	<input type="button" value="Amend"/>   <input type="button" value="Cancel"/>   <input type="button" value="Share"/>	0/16	<input type="checkbox"/>

You will automatically be defaulted to the RFQ Index page. Hover over the “RFP-Services” button and select “Draft” for a list of your Draft Requests.



# Step 2 - View RFP Drafts continued

List of Draft Request									
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer	
10								Search	
Ref #	Name	Created	Due	Status	Actions		Responses	Transfer	
▶ 142007	RFP Test #2	2016-01-13 08:27	2016-01-27	Draft	<a href="#">Edit Draft</a>	<a href="#">Cancel Draft</a>	0/16		

On this page all the Drafts RFP's you are currently working on will be listed.

# Step 3 - Edit Draft

List of Draft Request									
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer	
10								Search	
Ref #	Name	Created	Due	Status	Actions	Responses	Transfer		
▶ 142007	RFP Test #2	2016-01-13 08:27	2016-01-27	Draft	<b>Edit Draft</b>   Cancel Draft	0/16			

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

# Step 4 - Make Changes & Submit

## Edit Draft RFP

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

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

**Save As Draft**

Programs  
- Select -  
Previous Selection(s)

Program: ITES-2S  
Vendor(s):  
W91QUZ-06-D-0010 : IBM  
W91QUZ-06-D-0011 : Dell Federal Systems  
W91QUZ-06-D-0012 : General Dynamics  
W91QUZ-06-D-0013 : HP Enterprise Services  
W91QUZ-06-D-0014 : Apptis Inc.  
W91QUZ-06-D-0015 : STG, Inc.  
W91QUZ-06-D-0016 : SA  
W91QUZ-06-D-0017 : Lo  
W91QUZ-06-D-0018 : CS  
W91QUZ-06-D-0019 : Bo  
W91QUZ-06-D-0020 : CA  
W91QUZ-07-D-0001 : Ha  
W91QUZ-07-D-0002 : Pr  
W91QUZ-07-D-0003 : BA  
W91QUZ-07-D-0004 : NC  
W91QUZ-07-D-0005 : No

**Clear**   **Select A**

Note: You must select e

Enter Details About Your Proposal Request

Is this a performance based task order?	<input type="radio"/>	Yes	<input type="radio"/>	No
Is this a new Requirement?	<input type="radio"/>	Yes	<input type="radio"/>	No
Is this Task Order in compliance with the Clinger-Cohen Act?	<input type="radio"/>	Yes	<input type="radio"/>	No

**Delete Draft**   **Finalize / Submit**

Make any necessary changes to your RFP scroll down and click "Finalize/Submit." You also have the option to "Delete the Draft" as well.

# View of successfully submitted RFP

Your request is submitted.

## Request For Proposal

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

10  Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 142007	RFP Test #2	2016-01-13 08:27	2016-01-27	Open	Amend   Cancel   Share	0/16	<input type="checkbox"/>

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

# Sharing an RFP

# How to Share an RFP

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

## Request For Proposal

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

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 142007	RFP Test #2	2016-01-13 08:27	2016-01-27	Open	Amend   Cancel   <b>Share</b>	0/16	<input type="checkbox"/>
▶ 141971	RFP TEST #1	2016-01-08 13:50	2016-01-22	Open	Amend   Cancel   <b>Share</b>	0/16	<input type="checkbox"/>

Share Request(s)
✕

User:

Start typing the last name of the person you wish to share with and a list will populate to choose from, then click Submit.

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

# How to Share an RFP


**Request For Proposal**

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

10   Search

Ref #	Name	Responses	Transfer
▶ 142007	RFP Test #2	0/16	<input type="checkbox"/>
▶ 141971	RFP TEST #1	0/16	<input type="checkbox"/>

Message from webpage

 Corcoran, Joanna (Joezhood@aol.com) can now view the request 141971

OK

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

# Amending an RFP



# Amending an RFP

The **Amendment** feature allows you to:

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

# Amending an RFP

Request For Proposal									
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer	
10								Search	
Ref #	Name	Created	Due	Status	Actions			Responses	Transfer
▶ 142007	RFP Test #2	2016-01-13 08:27	2016-01-27	Open	Amend	Cancel	Share	0/16	<input type="checkbox"/>
▶ 141971	RFP TEST #1	2016-01-08 13:50	2016-01-22	Open	Amend	Cancel	Share	0/16	<input type="checkbox"/>

Ensure you are on the "RFP - Services" Index page then click the "Amend" link to the right of your RFP.

# Amending an RFP

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

Program:  
ITES-2S

Contracts:  
W91QUZ-06-D-0010 - IBM  
W91QUZ-06-D-0011 - Dell Federal Systems  
W91QUZ-06-D-0012 - General Dynamics  
W91QUZ-06-D-0013 - HP Enterprise Services  
W91QUZ-06-D-0014 - Apptis Inc.  
W91QUZ-06-D-0015 - STG, Inc.  
W91QUZ-06-D-0016 - SAIC  
W91QUZ-06-D-0017 - Lockheed Martin  
W91QUZ-06-D-0018 - CSC  
W91QUZ-06-D-0019 - Booz Allen Hamilton, Inc.  
W91QUZ-06-D-0020 - CACI ISS, Inc.  
W91QUZ-07-D-0001 - Harris IT Services Corporation  
W91QUZ-07-D-0002 - Pragmatics, Inc.  
W91QUZ-07-D-0003 - BAE  
W91QUZ-07-D-0004 - NCI Information Systems  
W91QUZ-07-D-0005 - Northrop Grumman

Request Name  
RFP TEST #1

Agency and Activity  
ARMY   PEO EIS

Description  
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 if there is someone that can be contacted for more information about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

This is an RFP test.

**Update information in the Description field as required.**

# Amending an RFP

### 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
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear

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

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

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

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)

# Amending an RFP

Request For Proposal									
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer	
10								Search	
Ref #	Name	Created	Due	Status	Actions			Responses	Transfer
▶ 142007	RFP Test #2	2016-01-13 08:27	2016-01-29	Open	Amend	Cancel	Share	0/16	<input type="checkbox"/>
▶ 141971	RFP TEST #1	2016-01-08 13:50	2016-01-27	Open	Amend	Cancel	Share	0/16	<input type="checkbox"/>

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

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

# Cancelling an RFP

# Cancelling an RFP

The **Cancel** feature allows you to:

- Cancel an RFP at any time in the process
- Notify vendors of updates and the cancellation of an RFP
- The Contracting Officers or Contract Specialists may both cancel RFPs

# Cancelling an RFP

Request For Proposal								
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer
10							Search	
Ref #	Name	Created	Due	Status	Actions	Responses	Transfer	
▶ 142033	TEST: Proposal 1	2016-01-14 13:06	2016-01-28	Open	Amend   Cancel	0/16	<input type="checkbox"/>	
▶ 142007	RFP Test #2	2016-01-13 08:27	2016-01-29	Open	Amend   Cancel   Share	0/16	<input type="checkbox"/>	
▶ 141971	RFP TEST #1	2016-01-08 13:50	2016-01-27	Open	Amend   <b>Cancel</b>   Share	0/16	<input type="checkbox"/>	

Ensure you are on the  
"RFP - Services" Index  
page then click the "Cancel"  
link to the right of your RFP.



# Cancelling an RFP

**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, enter any comments, then click "Submit".

**NOTE:** Once you select "Yes" you will not be able to edit your RFP. It will be cancelled.

# Cancelling an RFP

**Request cancelled**

## Request For Proposal

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

10 [v] [Search]

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 142033	TEST: Proposal 1	2016-01-14 13:06	2016-01-28	Open	Amend   Cancel	0/16	<input type="checkbox"/>
▶ 142007	RFP Test #2	2016-01-13 08:27	2016-01-29	Open	Amend   Cancel   Share	0/16	<input type="checkbox"/>
▶ 141971	RFP TEST #1	2016-01-08 13:50	2016-01-27	Cancelled		0/16	

A bar at the top of your screen will appear confirming the cancellation.

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

Once your RFP is cancelled the Status column will change to "Cancelled".

# Transferring an RFP

# Transferring an RFP

The **Transfer** feature allows you to:

- Transfer an RFP at any time in the process to another user
- User is able to transfer multiple RFP's at once to another user
- The person who submitted or anyone with administrative authority may transfer/reassign the RFP

# How a Contracting Officer or Contract Specialist Transfers an RFP

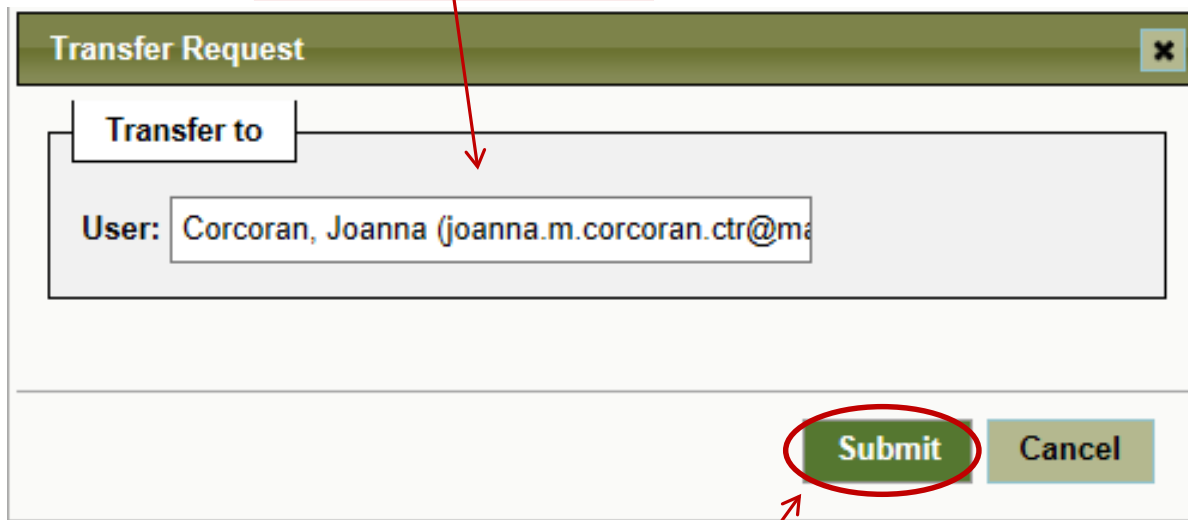
Request For Proposal								
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer
10						Search		
Ref #	Name	Created	Due	Status	Actions	Responses	Transfer	
▶ 142033	TEST: Proposal 1	2016-01-14 13:06	2016-01-28	Open	Amend   Cancel	0/16	<input type="checkbox"/>	
▶ 142007	RFP Test #2	2016-01-13 08:27	2016-01-29	Open	Amend   Cancel   Share	0/16	<input type="checkbox"/>	
▶ 141971	RFP TEST #1	2016-01-08 13:50	2016-01-27	Cancelled		0/16		

Ensure you are on the "RFP - Services" Index Page then click the checkbox under the Transfer column found to the right of your RFP and then click "Transfer."

**NOTE:** If you click on multiple checkboxes you will be able to transfer multiple RFP's to one person

# How a Contracting Officer or Contract Specialist Transfers an RFP

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



The screenshot shows a 'Transfer Request' dialog box with a title bar containing a close button. Below the title bar is a 'Transfer to' label and a text input field. The input field contains the text 'User: Corcoran, Joanna (joanna.m.corcoran.ctr@ma'. Below the input field are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is circled in red.

Submit contact information about end user. This information is maintained by CHES, but not shared with vendors.

Then click "Submit" to Transfer the RFP.

# How a Contracting Officer or Contract Specialist Transfers an RFP

## Request For Proposal

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

10 [dropdown] [Search]

Ref #	Name	Create	Actions	Responses	Transfer
▶ 142033	TEST: Proposal 1	2016-01-14	Amend   Cancel	0/16	<input type="checkbox"/>
▶ 142007	RFP Test #2	2016-01-13	Amend   Cancel   Share	0/16	<input checked="" type="checkbox"/>

Message from webpage

Transfer completed

**OK**

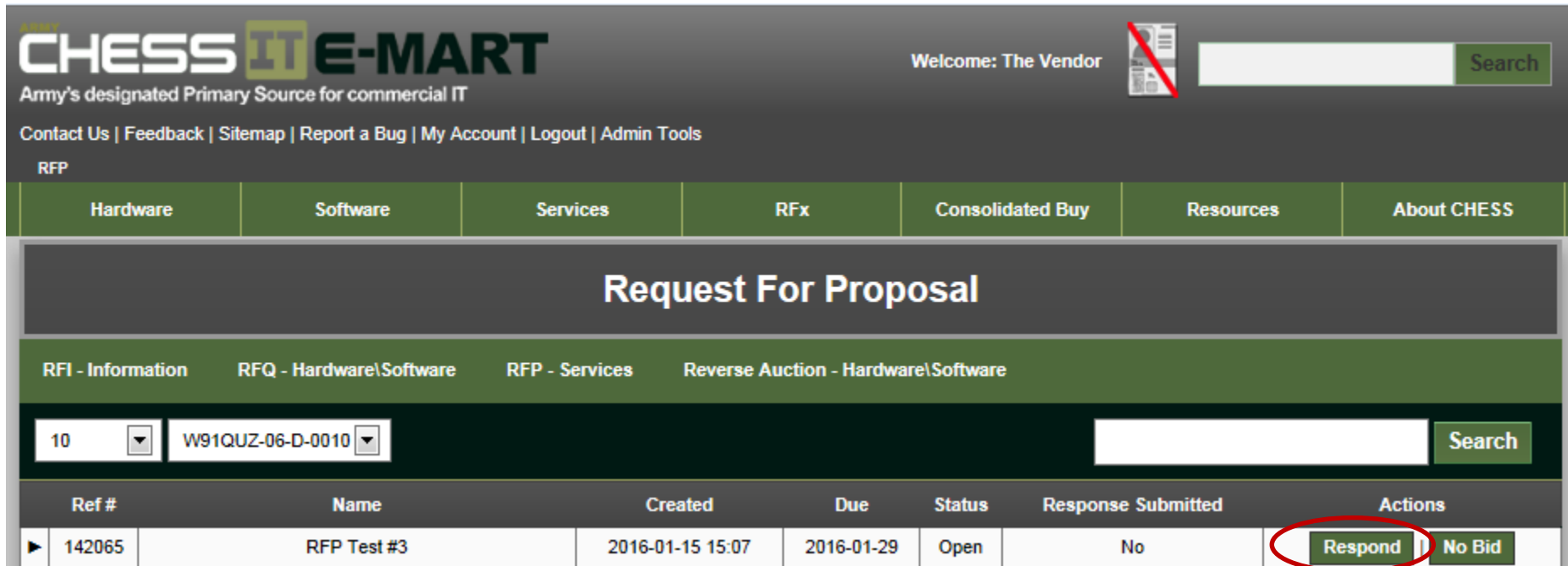
Once you hit save to transfer your RFP a confirmation screen will appear. Click OK to continue. Once you refresh your screen your RFP will no longer appear.

NOTE: The RFP that was transferred will no longer appear in your list of RFP's.

# Vendor View of RFP Submissions



# Vendor View of RFP Response



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

Welcome: The Vendor

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools

RFP

Hardware Software Services RFX Consolidated Buy Resources About CHESSE

## Request For Proposal

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

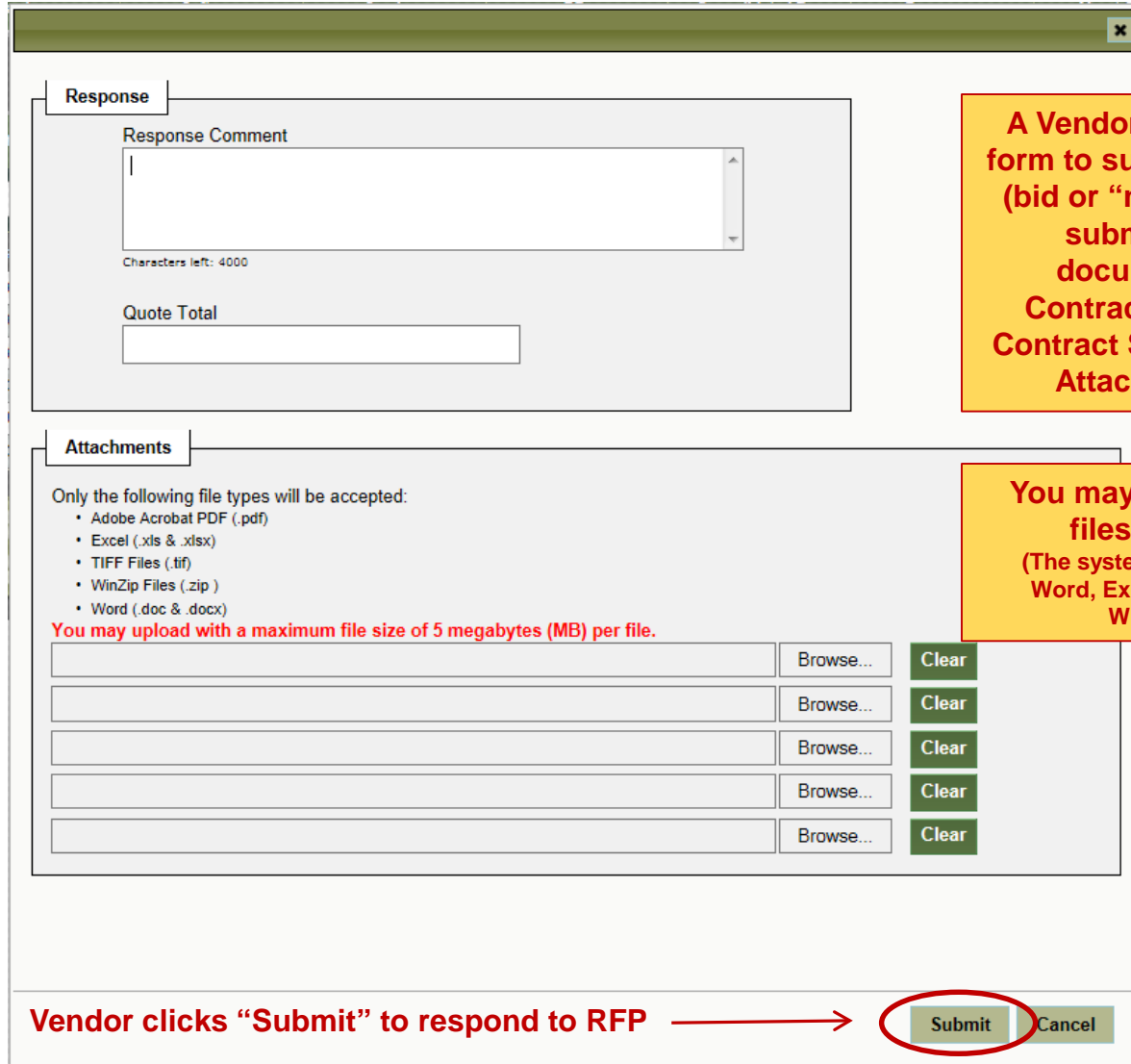
10 W91QUZ-06-D-0010 Search

Ref #	Name	Created	Due	Status	Response Submitted	Actions
▶ 142065	RFP Test #3	2016-01-15 15:07	2016-01-29	Open	No	<b>Respond</b> No Bid

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

In order to respond to a particular RFP, the Vendor must click the "Respond" link to the right of the RFP.

# Vendor Responds to an RFP



**Response**

Response Comment

Characters left: 4000

Quote Total

**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
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear
<input type="text"/>	Browse...	Clear

Vendor clicks "Submit" to respond to RFP → **Submit** Cancel

**A Vendor uses an online form to submit a response, (bid or "no bid"), but will submit proposal documents to the Contracting Officer or Contract Specialist via the Attachments tool.**

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

# Vendor Responds to an RFP

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

Welcome: The Vendor

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools

RFP

Hardware Software Services RFX Consolidated Buy Resources About CHES

**You have responded to the request with id = 142065**

## Request For Proposal

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

10   W91QUZ-06-D-0010   Search

Ref #	Name	Created	Due	Status	Response Submitted	Actions
-------	------	---------	-----	--------	--------------------	---------

Once a response is submitted the bar at the top of the page will indicate the response as shown and the RFP will be moved to the "Responded" page.

# Vendor Views Responded RFPs

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

Welcome: The Vendor

Contact Us | Feedback | Sitemap | Report a Bug | My Account | Logout | Admin Tools

RFP

Hardware Software Services RFX Consolidated Buy Resources About CHESSE

## Request For Proposal - Responded

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

10 W91QUZ-06-D-0010 Search

Ref #	Name	Created	Due	Status	Response Submitted	Actions
▶ 142065	RFP Test #3	2016-01-15 15:07	2016-01-29	Responded	Yes	

A Vendor needs to ensure they are on the "Responded" page by hovering over "RFP - Services" and clicking "Responded" in order to see a list of ALL responded requests.

Once a response is submitted the Status will change to "Responded."

# Contracting Officer or Contract Specialist View of RFP Submissions

# A Contracting Officer or Contract Specialist Reviews Bids

**Request For Proposal**

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

10 [Search]

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼ 142065	RFP Test #3	2016-01-15 15:07	2016-01-29	Open	Amend   Cancel   Share	0/16	<input type="checkbox"/>

Responses - 0 / 16

Contract	Vendor	Acknowledged	Responded
W91QUZ-06-D-0010	IBM		
W91QUZ-06-D-0011	Dell Federal Systems		
W91QUZ-06-D-0012	General Dynamics		
W91QUZ-06-D-0013	HP Enterprise Services		
W91QUZ-06-D-0014	Apptis Inc.		
W91QUZ-06-D-0015	STG, Inc.		
W91QUZ-06-D-0016	SAIC		
W91QUZ-06-D-0017	Lockheed Martin		
W91QUZ-06-D-0018	CSC		
W91QUZ-06-D-0019	Booz Allen Hamilton, Inc.		
W91QUZ-06-D-0020	CACI ISS, Inc.		
W91QUZ-07-D-0001	Harris IT Services Corporation		
W91QUZ-07-D-0002	Pragmatics, Inc.		
W91QUZ-07-D-0003	BAE		
W91QUZ-07-D-0004	NCI Information Systems		
W91QUZ-07-D-0005	Northrop Grumman		

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

0/16 indicates number of vendors that have responded. (Ex: Out of 16 Vendors 0 responded)

# Questions



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