

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

Statement of Non-Availability (SoNA) Tutorial



April 2016

Introduction

- This briefing will introduce the Statement of Non-Availability (SoNA) process
- SoNAs must be created by using the CHES IT e-mart
<https://chess.army.mil>
- You will learn:
 - How to Verify a Product
 - How to Access the SoNA Tool
 - How to Create a SoNA
 - How to View Successfully Submitted SoNAs

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Browser Requirements

Please NOTE:

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

Not Recommended



SoNA Process



NOTE:

Before submitting a SoNA request,
you must verify the product is not
available through
CHES contract vehicles

How to Verify Product

- Prior to requesting a SoNA for Hardware or Software, you **MUST** determine if CHES contracts can provide the required IT products.
 - CHES supports 3 Hardware contracts, 1 Software contract, and a Software Agreements page
- A SoNA is not required for Services contracts
- If a product is not available from CHES because it has not been approved for use on the Army network by the US Army Network Enterprise Technology Command (NETCOM), an approved SoNA does not authorize its use on the Army network.
- You **MUST** verify that your product is not on a CHES contract, DOD Enterprise License Agreement (ELA) or the www.esi.mil website.
- A SoNA cannot be processed without verification that the product is unavailable through CHES resources.

Note on Lower Price Outside CHES

- Before soliciting quotes outside of CHES, you are strongly encouraged to first submit RFQs for CHES vendors.

- If you received a CHES quote that is higher than a non-CHES vendor quote for product(s) available through CHES Hardware and Software contracts:
 - Step 1: You are encouraged to go back to the CHES vendor(s) to negotiate lower pricing or price match.

- If lower pricing or price match cannot be met by the CHES vendor(s):
 - Step 2: Submit for a CHES SoNA (Note: The SoNA will be rejected as CHES does not issue Statements of Non-Availability based on lower price. The rejected SoNA can be used to obtain an ITAS waiver.)

- Lower Price Feedback Form: If you have received a lower-price quote from a non-CHES contract vehicle/vendor, please complete the form (link below) and the appropriate contract manager will contact you within 3-5 business days. We might be able to assist with finding a better price that meets current rules and regulations.

How To Verify Product

Hardware Products

- Utilize the CHES [RFQ Manager](#) tool to send a Request For Quote (RFQ) to the ADMC-2, ITES-2H, or MFD vendors. This is required for SoNA approval.

***Note:** Utilize the CHES [RFI Manager](#) tool to send a Request For Information (RFI) to the ADMC-2, ITES-2H, or MFD vendors. An RFI is strictly for market research and is NOT justification for a SoNA.*

Software Products

- Enterprise Software Agreements (ESAs) are listed on the [Software Agreements](#) page. Please click on the associated ESA link to obtain additional product(s) information and vendor POC information. Contact the vendor to verify product availability.

OR

- Visit DOD ESI at www.esi.mil

THEN

- Utilize the CHES [RFQ Manager](#) tool to send a Request For Quote (RFQ) to the ITES-SW vendors. This is required for SoNA approval.

***Note:** Utilize the CHES [RFI Manager](#) tool to send a Request For Information (RFI) to the ITES-SW vendors. An RFI is strictly for market research and is NOT justification for a SoNA.*

How to Verify Product

- **Important Note Regarding Information Assurance (IA) Products:** Verify that your product and version is listed on the DOD Unified Capabilities Approved Product List (DOD UC APL)
<https://aplits.disa.mil/processAPList.do>.
- For Information Assurance (IA) or IA enabled products not listed on the UC APL contact the CIO/G-6 Cyber Directorate Tools Management Team at ArmyIATools@conus.army.mil for additional guidance prior to requesting a CHES SoNA.

Access to SoNA Tool



Step 1 - Login to the CHESSE IT e-mart

You will need to login to access the SoNA Tool.

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

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

NOTE: Email address must be a "mail.mil" address

<https://chess.army.mil>

Login

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

Ignore certificate

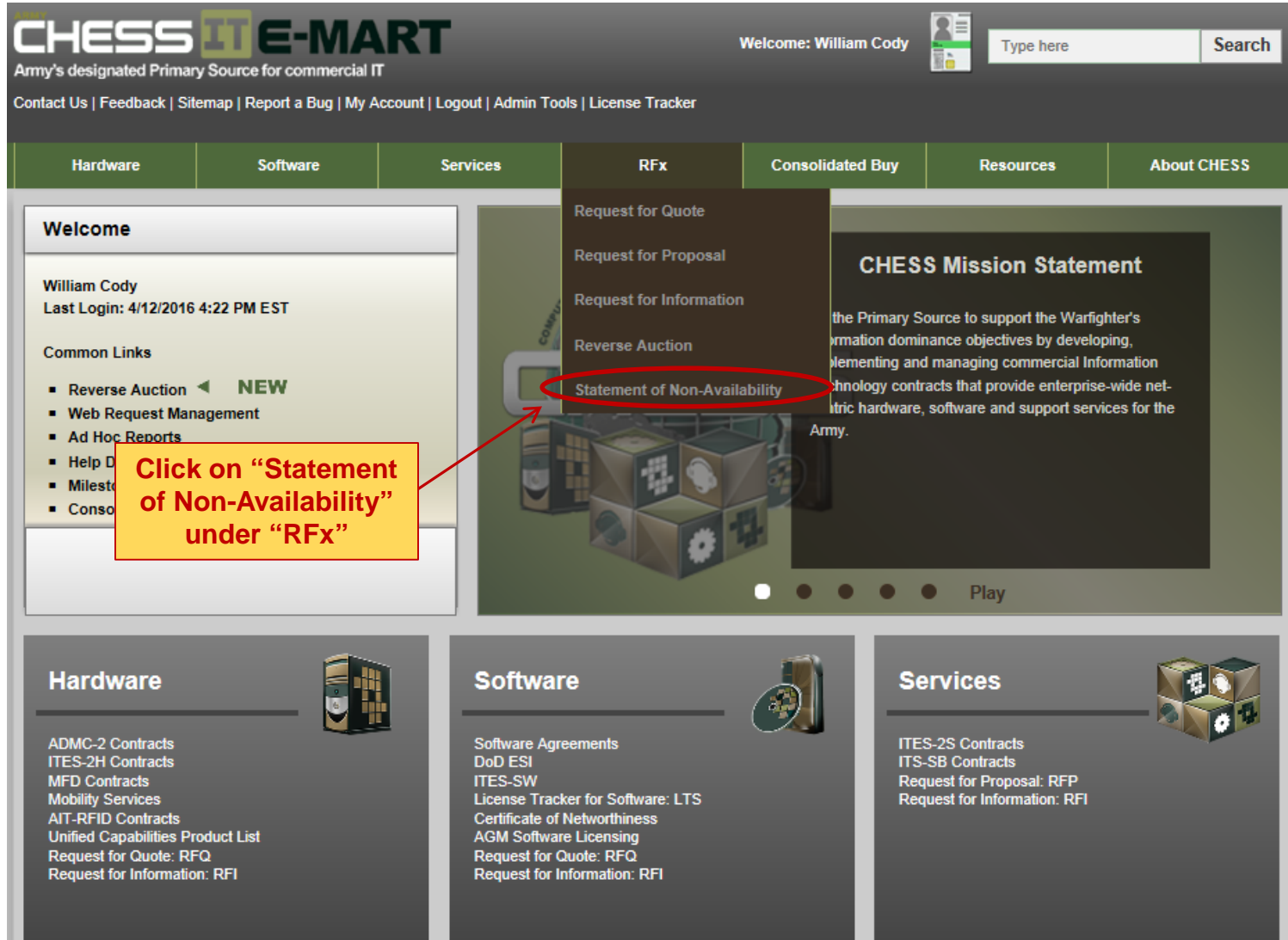
Recover Password

Register if you don't have an account.

Login

CAC Login Screen

Step 2 - Access SoNA Tool



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Hardware Software Services RFX Consolidated Buy Resources About CHESSE

Welcome

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Common Links

- Reverse Auction **NEW**
- Web Request Management
- Ad Hoc Reports
- Help D
- Milesto
- Conso

Click on "Statement of Non-Availability" under "RFX"

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 3 - Begin Request Process

- After you have verified that the desired product is not available on a CHES contract vehicle, you may begin the SoNA request process.
- Scroll to the bottom of the “SoNA Request” page (<https://chess.army.mil/Content/Page/SONA>) and click “Continue to SoNA”

Information Assurance (IA) Products

Verify that your product and version is listed on the DoD Unified Capabilities Approved Product List (DOD UC APL) <https://aplits.disa.mil/processAPList.do>. For Information Assurance (IA) or IA enabled products not listed on the UC APL contact the HQDA CIO/G-6 Cyber Directorate Tools Management Team at usarmy.pentagon.hqda-cio-g-6.mbx.cyber-ia-tools@mail.mil for additional guidance prior to requesting a CHES Statement of Non-Availability.

DOD UC APL
usarmy.pentagon.hqda-cio-g-6.mbx.cyber-ia-tools@mail.mil

Collaboration Tool Products

Requests for a CHES Statement of Non-Availability for a collaboration tool must be accompanied by approval of the Knowledge Management Division, Governance, Acquisition and Chief Knowledge Office Directorate (GA&CKO), HQDA CIO/G-6, in accordance with 06 Feb 2008 Memorandum, "Employment of Collaboration Capabilities Procedures," and 02 February 2009 Memorandum "DOD Enterprise Services Designation--Collaboration, Content Discovery, and Content Delivery."

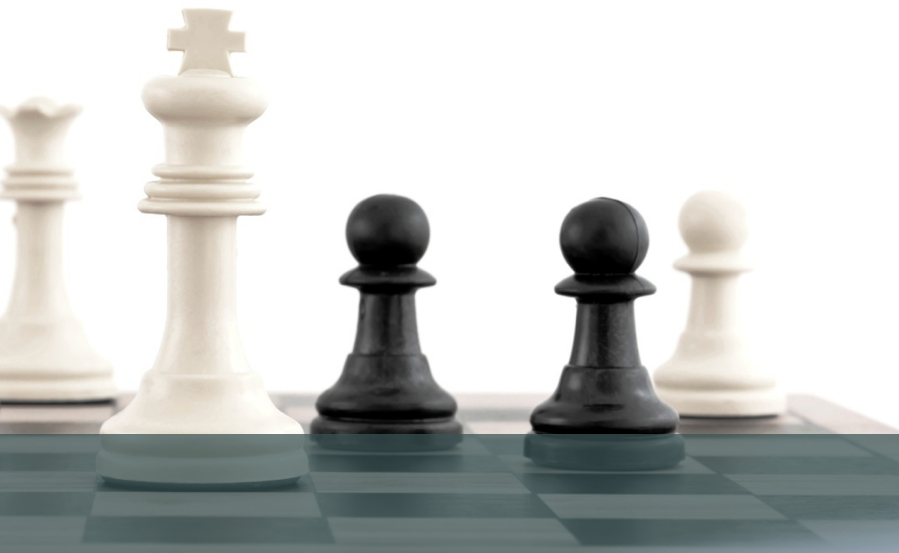
Employment of Collaboration Capabilities Procedures

Request a SoNA

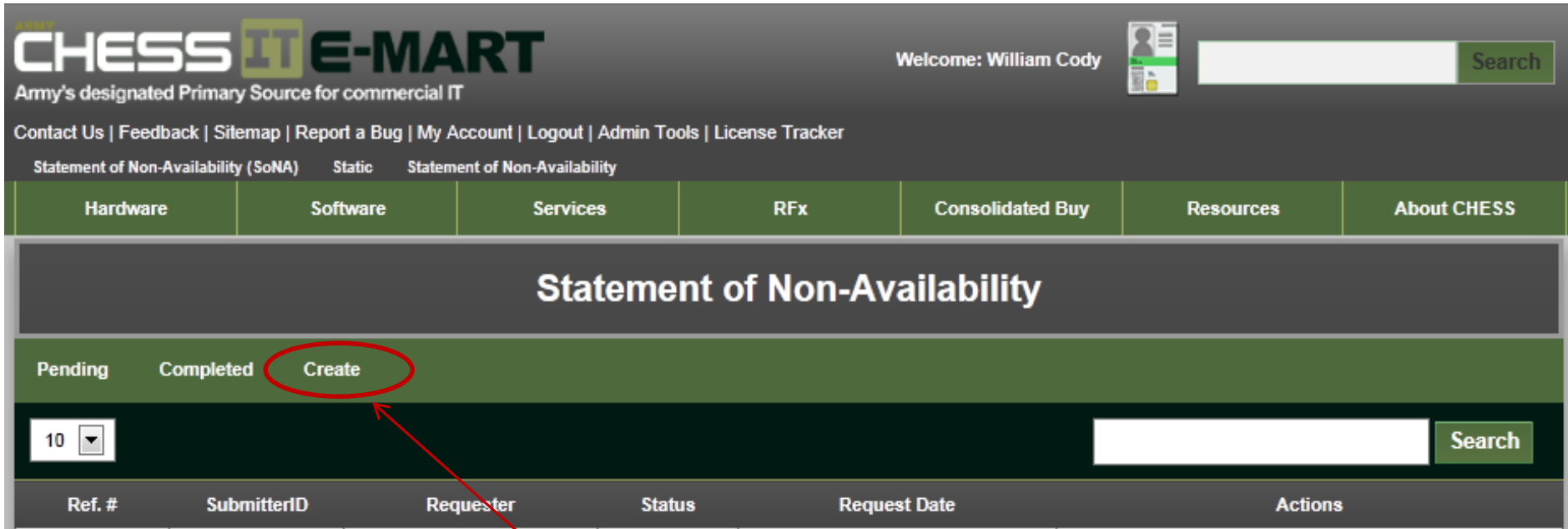
Please click the Continue to SoNA link to get started.

[Continue to SoNA](#)

Creating a SoNA



Step 1 - Create



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Statement of Non-Availability (SoNA) Static Statement of Non-Availability

Hardware Software Services RFx Consolidated Buy Resources About CHESSE

Statement of Non-Availability

Pending Completed **Create**

10 Search

Ref. #	SubmitterID	Requester	Status	Request Date	Actions
--------	-------------	-----------	--------	--------------	---------

Click "Create" to start the SoNA process

Step 2 - Select a Category

Statement of Non-Availability Item

Item Type	Select a type <input type="button" value="v"/>	Vendor	<input type="text"/>
Manufacturer	<input type="text"/>	Product	<input type="text"/>
Quantity	0	Total Price (Do not use , or \$)	0.00
Submitted RFQ? <small>(Did you submit an RFQ to CHESSE vendors?)</small>	<input type="radio"/> Yes <input type="radio"/> No		
RFQ # <small>(CHESSE RFQ#, if applicable)</small>	<input type="text"/>		
Request Reason	Select a reason <input type="button" value="v"/>		
Justification <small>(Why are you purchasing this product outside of CHESSE/DOD)</small>	<input type="text"/>		

From the Drop Down Menu select a category:
1. Bundled
2. Hardware
3. Services
4. Software

***NOTE: Bundled = Multiple Products from the Same Vendor**

Step 3 - Input Requestor Information

Statement of Non-Availability Item

Item Type	Software <input type="button" value="v"/>	Vendor	<input type="text"/>
Manufacturer	Database Management Systems <input type="button" value="v"/>	Product	<input type="text"/>
Quantity	0	Total Price (Do not use . or \$)	0.00
Submitted RFQ? <small>(Did you submit an RFQ to CHESSE vendors?)</small>	<input type="radio"/> Yes <input type="radio"/> No		
RFQ # <small>(CHESSE RFQ#, if applicable)</small>	<input type="text"/>		
Request Reason	Select a reason		
Justification <small>(Why are you purchasing this product outside of CHESSE/DOD ESI?)</small>	<input type="text"/>		

Characters left: 2000

When choosing Hardware or Software as a category you must select a sub category in order to provide additional details.

Step 3 - Input Requestor Information

Statement of Non-Availability Item			
Item Type	Software <input type="button" value="v"/>	Vendor	Puppet Labs
Manufacturer	Database Management Systems <input type="button" value="v"/>	Product	Puppet Enterprise
Quantity	200	Total Price (Do not use , or \$)	186000.00
Submitted RFQ? <small>(Did you submit an RFQ to CHES vendors?)</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No		
RFQ # <small>(CHES RFQ#, if applicable)</small>	123456		
Request Reason	Item not available through CHES contracts <input type="button" value="v"/>		
Justification <small>(Why are you purchasing this product outside of CHES/DOD ESI?)</small>	The required Puppet Enterprise subscription license is not available through CHES contracts nor is it listed on the software agreements page. An RFQ submitted to CHES vendors through ITES-SW received no bids.		

Please include an RFQ#

Once your category is selected input the remaining information

Please provide Justification

Make sure to choose a Request Reason from the drop down menu

Step 4 - Create SoNA


Manufacturer	<input type="text" value="Puppet Labs"/>	Product	<input type="text" value="Puppet Enterprise"/>
Quantity	<input type="text" value="200"/>	Total Price (Do not use , or \$)	<input type="text" value="186000.00"/>
Submitted RFQ? <small>(Did you submit an RFQ to CHESSE vendors?)</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No		
RFQ # <small>(CHESSE RFQ#, if applicable)</small>	<input type="text" value="123456"/>		
Request Reason	<input type="text" value="Item not available through CHESSE contracts"/> ▼		
Justification <small>(Why are you purchasing this product outside of CHESSE/DOD ESI?)</small>	<div style="border: 1px solid gray; padding: 5px;"><p>The required Puppet Enterprise subscription license is not available through CHESSE contracts nor is it listed on the software agreements page. An RFQ submitted through ITES-SW received no bids.</p></div> <p>Characters left: 1807</p>		

Once the form is completed click "Create"



Step 5 - SoNA Successfully Created

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Statement of Non-Availability (SoNA) Statement of Non-Availability

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A Statement of Non-Availability was successfully created with the item Id number 216702205. Please remember that you must click the "Submit Request For Approval" button to complete the request.

Statement of Non-Availability

Pending Completed Create

Request: 216702205

Product Name	Type	Reason	Qty	Price
Puppet Enterprise	Software	Item not available through CHESS contracts	200	\$186,000.00

william.m.cody14.ctr@mail.mil

Once your SoNA is created you will see this screen. You must click "Submit Request For Approval" at the bottom of this screen to submit your SoNA!

To add another Item follow additional Steps 6 - 10

NOTE!

- Send all supporting SoNA documentation to armychess@mail.mil or have CHES RFQ number on hand at the time you submit your SoNA request.
 - Reference the SoNA Request Number in the subject line of any emails related to your request.

Step 6 - Add Another Item

Request: 216702205

Product Name	Type	Reason	Qty	Price
Puppet Enterprise	Software	Item not available through CHES contracts	200	\$186,000.00

Add another Item **Submit Request For Approval**

To add additional items to your SoNA click "Add another Item"

Step 7 - Select a Category

Cancel Adding another Item

Complete the fields below. This will create a Statement of Non-Availability. "Justification" must include rationale for the Reason For Statement of Non-Availability selected from the drop down menu.

Expect a response in 1-3 business days.

Statement of Non-Availability Item

Item Type	<input type="text" value="Select a type"/>	Vendor	<input type="text"/>
Manufacturer	<input type="text"/>	Product	<input type="text"/>
Quantity	<input type="text" value="0"/>	Total Price (Do not use ,)	<input type="text"/>
Submitted RFQ? <small>(Did you submit an RFQ to CHES vendors?)</small>	<input type="radio"/> Yes <input type="radio"/> No		
RFQ # <small>(CHES RFQ#, if applicable)</small>	<input type="text"/>		
Request Reason	<input type="text" value="Select a reason"/>		
Justification <small>(Why are you purchasing this product outside of CHES/DOD ESI?)</small>	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> <p>Characters left: 2000</p>		

From the Drop Down Menu select a category:

1. Bundled
2. Hardware
3. Services
4. Software

Add An Item

Step 8 - Input Requestor Information

Cancel Adding another Item

Complete the fields below. This will create a Statement of Non-Availability. "Justification" must include rationale for the Reason For Statement of Non-Availability selected from the drop down menu.

Expect a response in 1-3 business days.

Statement of Non-Availability Item			
Item Type	Hardware <input type="button" value="v"/> Servers/Workstations <input type="button" value="v"/>	Vendor	Puppet Labs
Manufacturer	Puppet Labs	Product	Puppet Server
Quantity	100	Total Price (Do not use , or \$)	125000.00
Submitted RFQ? <small>(Did you submit an RFQ to CHESSE vendors?)</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No		
RFQ # <small>(CHESSE RFQ# if applicable)</small>	123457		
Request Reason	Item not available through CHESSE contracts <input type="button" value="v"/>		
Justification <small>(Why are you purchasing this product outside of CHESSE/DOD ESI?)</small>	No bids were received through ITES-3H for this equipment. Characters left: 1943		

Please include an RFQ#

Once your category is selected input the remaining information

Make sure to choose a Request Reason from the drop down menu

Please provide Justification

Step 9 - Add An Item

Manufacturer	<input type="text" value="Puppet Labs"/>	Product	<input type="text" value="Puppet Server"/>
Quantity	<input type="text" value="100"/>	Total Price <small>(Do not use , or \$)</small>	<input type="text" value="125000.00"/>
Submitted RFQ? <small>(Did you submit an RFQ to CHES vendors?)</small>	<input checked="" type="radio"/> Yes <input type="radio"/> No		
RFQ # <small>(CHES RFQ#, if applicable)</small>	<input type="text" value="123457"/>		
Request Reason	<input type="text" value="Item not available through CHES contracts"/> <input type="button" value="v"/>		
Justification <small>(Why are you purchasing this product outside of CHES/DOD ESI?)</small>	<input type="text" value="No bids were received through ITES-3H for this equip"/> <small>Characters left: 1943</small>		

Once the form is completed click "Add An Item" to submit

Add An Item

Step 10 - Additional Item Added

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A Statement of Non-Availability item was successfully added.

Statement of Non-Availability

Pending | Completed | Create

Request: 216702207

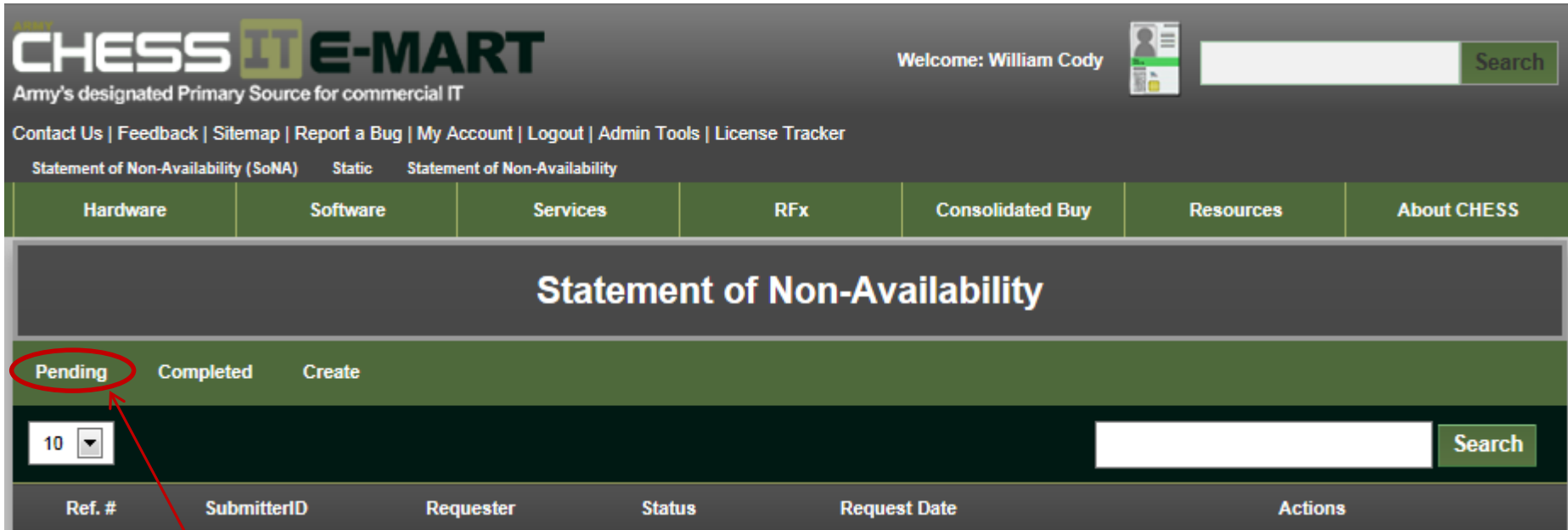
Product Name	Type	Reason	Qty	Price
Puppet Enterprise	Software	Item not available through CHESSE contracts	200	\$186,000.00
Puppet Server	Hardware	Item not available through CHESSE contracts	100	\$125,000.00

Once your item has been added a banner will appear at the top of your screen and the new product will appear under your previously submitted product

View submitted SoNA



Step 1 - Pending Folder



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Statement of Non-Availability

Pending Completed Create

10 Search

Ref. #	SubmitterID	Requester	Status	Request Date	Actions
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Once your SoNA has been submitted click "Pending" to see a list of your recently submitted SoNAs

Re-Access to SoNA Tool

- If you had left the SoNA page you will need to ensure you are logged in to the CHESS IT e-mart and will have to re-access the SoNA Tool.

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Hardware Software Services **RFX** Consolidated Buy

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Common Links

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

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 Networkiness
AGM Software Licensing
Request for Quote: RFQ
Request for Information: RFI

Click on "Statement of Non-Availability" under "RFX"

Information Assurance (IA) Products

Verify that your product and version is listed on the DoD Unified Capabilities App <https://aplits.disa.mil/processAPList.do>. For Information Assurance (IA) or IA ena CIO/G-6 Cyber Directorate Tools Management Team at usarmy.pentagon.hqda-cio-g-6.mbx.cyber-ia-tools@mail.mil prior to requesting a CHESS Statement of Non-Availability.

DOD UC APL
usarmy.pentagon.hqda-cio-g-6.mbx.cyber-ia-tools@mail.mil

Collaboration Tool Products

Requests for a collaboration tool management...
06 Feb 2008
Enterprise S...
Employment of C...

2. Scroll down the SoNA page and click on "Continue to SoNA"

Request a SoNA

Please click the Continue to SoNA link to get started.

Continue to SoNA

Step 2 - Line Item Detail

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Statement of Non-Availability (SoNA) | Statement of Non-Availability

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Statement of Non-Availability

Pending | Completed | Create

10 | Search

Ref. #	SubmitterID	Requester	Status	Request Date	Actions
216702207	51789533	William Cody	PENDING	1/11/2016 11:33:40 AM	Details Cancel All View Item(s)

Item Type	Product Name	Manufacturer	Quantity	Status	Actions
Software	Puppet Enterprise	Puppet Labs	200	PENDING	Cancel Details
Hardware	Puppet Server	Puppet Labs	100	PENDING	Cancel Details

Once you are on the Pending page click "View Item(s)" for detailed information about the SoNA.

Step 3 - Additional Details

Statement of Non-Availability

Pending Completed Create

10

Search

Ref. #	SubmitterID	Requester	Status	Request Date	Actions
216702207	51789533	William Cody	PENDING	1/11/2016 11:33:40 AM	Details Cancel All View Item(s)

Item Type	Product Name	Manufacturer	Quantity	Status	Actions
Software	Puppet Enterprise	Puppet Labs	200	PENDING	Cancel Details
Hardware	Puppet Server	Puppet Labs	100	PENDING	Cancel Details

Item Information

X

Comments or Instructions

Response History

Date	Participant	Action	Comment
1/11/2016 11:33:43 AM	William Cody	Initialized	Initiated the workflow.

For additional detailed information about a particular line item click "Details" and the SoNA information will display below.

Questions



For information about using
IT e-mart, contact the
CHES Support Team
at armychess@mail.mil
or toll free at: (888) 232-4405
M-F 0800-1700 EST