

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

Request for Information (RFI) Tutorial



Introduction

- This briefing will introduce the Request for Information (RFI) process.
- **RFI will allow the customer to request information ahead of time prior to a validated requirement.**
- Requests for Information (RFI's) must be created by using the CHES IT e-mart <https://chess.army.mil>.
- You will learn:
 - CHES IT e-mart Registration
 - How to create and submit an RFI
 - How to create a draft RFI
 - How to manage your RFIs
 - Amending an RFI
 - Canceling an RFI
 - Transferring an RFI
 - Sharing an RFI
 - How to view RFI responses from Vendors
 - How vendors view RFIs from Requestors
 - How to print an RFI
 - How to transfer an RFI into a Request for Quote (RFQ) or a Request for Proposal (RFP)

Table of Contents

<u>Section</u>	<u>Slide Number</u>
<u>Browser Requirements</u>	4
<u>The RFI Process</u>	5
<u>Creating a Draft RFI</u>	22
<u>Amending an RFI</u>	29
<u>Cancelling an RFI</u>	35
<u>Transferring an RFI</u>	40
<u>Sharing an RFI</u>	45
<u>Vendor View of RFI Submissions</u>	48
<u>Requestor View of RFI Responses</u>	53
<u>Printing an RFI</u>	55
<u>Transferring an RFI Into an RFQ or RFP</u>	58

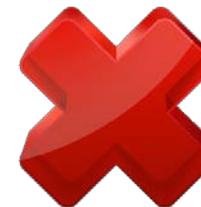


Browser Requirements

Please NOTE:

- The RFI 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

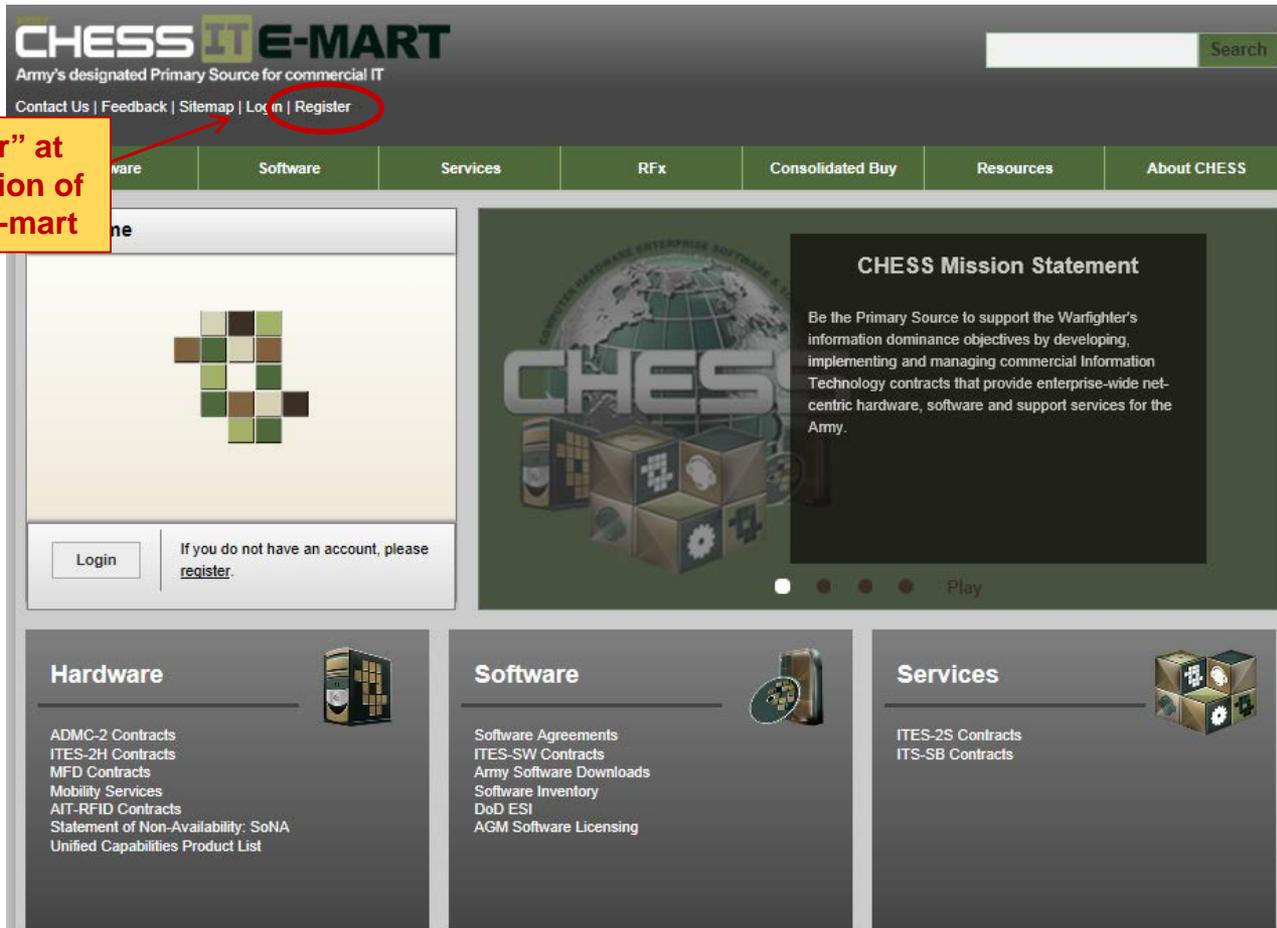


The RFI Process



Step 1 - Register

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



The screenshot shows the CHES IT E-MART website. At the top left, the text "Click 'Register' at the top left section of the CHES IT e-mart" is highlighted in a yellow box with a red arrow pointing to the "Register" link in the navigation menu. The navigation menu includes "Home", "Software", "Services", "RFx", "Consolidated Buy", "Resources", and "About CHES". The main content area features a "CHES Mission Statement" and three categories: Hardware, Software, and Services. The Hardware category lists ADMC-2 Contracts, ITES-2H Contracts, MFD Contracts, Mobility Services, AIT-RFID Contracts, Statement of Non-Availability; SoNA, and Unified Capabilities Product List. The Software category lists Software Agreements, ITES-SW Contracts, Army Software Downloads, Software Inventory, DoD ESI, and AGM Software Licensing. The Services category lists ITES-2S Contracts and ITS-SB Contracts.

CHESS IT E-MART
Army's designated Primary Source for commercial IT
Contact Us | Feedback | Sitemap | [Log in](#) | [Register](#)

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

CHES 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:

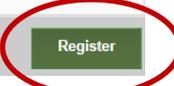
- 2 uppercase letters
- 2 lowercase letters
- 2 numbers
- 2 special characters

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"/> - <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 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 RFI process.

After logging in you will be returned to the home page – click on the RFI links.

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 RFI Manager

The screenshot shows the CHES E-MART website. At the top, the logo reads "CHES E-MART" with the tagline "Army's designated Primary Source for commercial IT". A navigation bar includes "Hardware", "Software", "Services", "RFx", "Consolidated Buy", "Resources", and "About CHES". A user profile for "William Cody" is visible in the top right, along with a search bar. A dropdown menu is open under the "RFx" tab, listing "Request for Quote", "Request for Proposal", "Request for Information", "Reverse Auction", and "Statement of Non-Availability". The "Request for Information" option is circled in red. A yellow callout box with red text says: "Hover over 'RFx' on the Main Menu then click 'Request for Information' or click 'Request for Information: RFI' under Hardware, Software or Services." Below the navigation bar, there are three main content areas: "Hardware", "Software", and "Services". Each area has a list of items, with "Request for Information: RFI" circled in red in each list. A "CHES Mission Statement" video player is also visible on the right side of the page.

Step 5 - Create an RFI

Request For Information

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

Index Search

	Name	Created	Due	Status	Actions	Responses	Transfer
Create	Testing RFI Draft	2016-04-20 08:15	2016-05-04	Open	Amend Cancel	1/17	<input type="checkbox"/>
Draft							

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

Step 6 - Select Type of Request

CHES IT 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

RFI

Hardware Software Services RFx Consolidated Buy Resources About CHES

Create Request For Information

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

Save As Draft

Programs
- Select -

Select a program from the drop down menu.

Clear Select All

Note: You must select either one or all.

Step 7 - Select Vendors

CHESS 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

RFI

Hardware Software Services RFx Consolidated Buy Resources About CHESS

Create Request For Information

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

Programs
ITES-2H

Vendors

- W91QUZ-07-D-0006 : Dell
- W91QUZ-07-D-0007 : IBM
- W91QUZ-07-D-0008 : Unicom
- W91QUZ-07-D-0009 : CDW-G
- W91QUZ-07-D-0010 : Iron Bow
- W91QUZ-07-D-0011 : World Wide Technology

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 Information

Requestor Role
 (1)

Request Name
 (2)

Agency and Activity
 (3)

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

Characters left: 4000 (4)

- (1) Select your role from the drop down menu.
- (2) Name the RFI.
- (3) Select you Agency (e.g. Army) and Activity (e.g. PEO EIS).
- (4) Provide a brief description about what is needed.

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 CHES 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

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)

1/8/2016

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

1/20/2016

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

1/20/2016

Jan							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" click on the field. The date cannot equal the current date.

Date Time Frames
 Acknowledge Expected Date: 2 Days
 Response Expected Date: 10 Days
 Due Date: 10 Days
 (Time frame is in business days and does not include holidays)

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

Step 11 - Submit RFI

Dates

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

1/8/2016

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

1/20/2016

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

1/20/2016

Contact Information

Submitting POC:

First Name: William

Last Name: Cody

Commercial Phone:

Email address: william.m.cody14.ctr@mail.mil

Cancel

Submit

Click to submit RFI

View of successfully submitted RFI

ARMY CHES IT 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](#)

RFI

- Hardware
- Software
- Services
- RFx
- Consolidated Buy
- Resources
- About CHES

RFI 141939 Created

Request For Information

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

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 141939		1:36	2016-01-20	Open	<input type="button" value="Amend"/> <input type="button" value="Cancel"/> <input type="button" value="Share"/>	0/6	<input type="checkbox"/>

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

View of successfully submitted RFI

Request For Information

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

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼ 141939	TEST RFI	2016-01-06 16:36	2016-01-20	Open	Amend Cancel Share	0/6	<input type="checkbox"/>
Responses - 0 / 6							
Version History - 1							
Version Response History - 1							

Submitting POC

Name	William Cody	Email	william.m.co
Agency	ARMY	Activity	PEO EIS
		Role	Contract Specialist

Request Name	TEST RFI
Description	TEST RFI

Program	ITES-2H	Status	Open
Created On	1/6/2016	Reference Number	141939
Acknowledged	False	Last Updated	1/6/2016
Date Acknowledged		Acknowledgment Expected	1/8/2016
Date Responded		Responded	False
Customer Required By Date	1/20/2016	Response Expected	1/20/2016

Click the triangle to the left to expand, view responses and version history

For a more detailed view double click the RFI line item you would like to expand. The information to the right will display.

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

The RFI Process After Submission

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

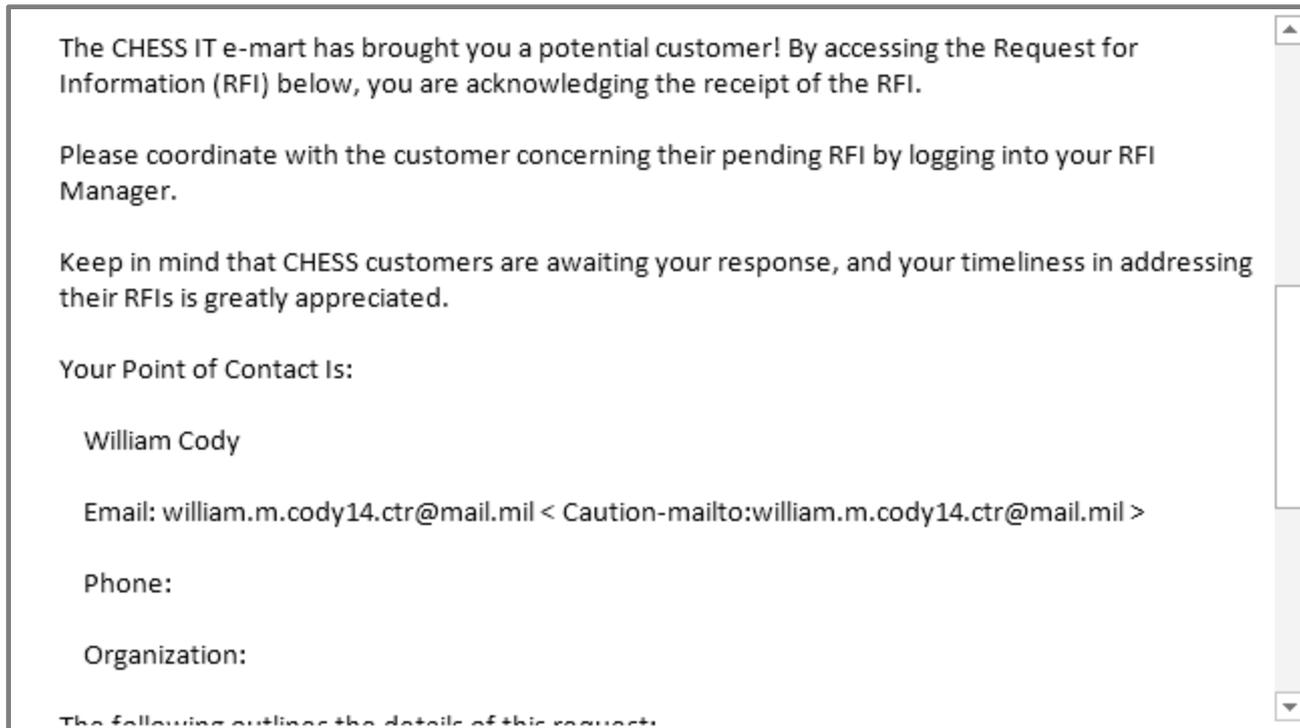
Email to Requestor

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



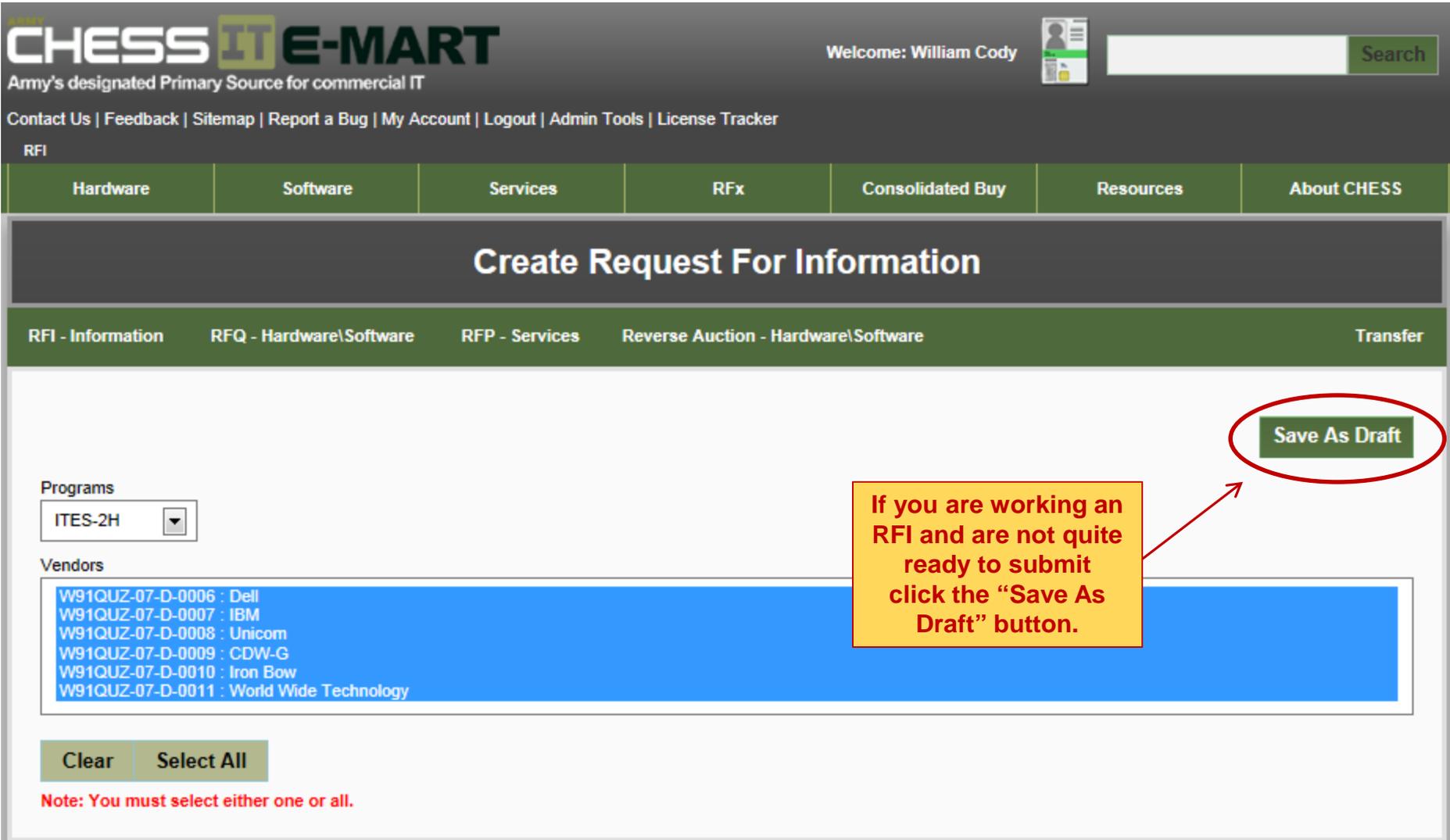
Email to Vendor(s)

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



Creating a Draft RFI

Step 1 - Save as Draft



CHESSE 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

RFI

Hardware Software Services RFx Consolidated Buy Resources About CHESSE

Create Request For Information

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

Programs
ITES-2H

Vendors

- W91QUZ-07-D-0006 : Dell
- W91QUZ-07-D-0007 : IBM
- W91QUZ-07-D-0008 : Unicom
- W91QUZ-07-D-0009 : CDW-G
- W91QUZ-07-D-0010 : Iron Bow
- W91QUZ-07-D-0011 : World Wide Technology

Clear Select All

Note: You must select either one or all.

Save As Draft

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

Step 2 - View RFI Drafts

The screenshot shows the ARMY CHES E-MART website interface. At the top left is the logo for ARMY CHES E-MART, with the tagline "Army's designated Primary Source for commercial IT". To the right, it says "Welcome: William Cody" and has a search bar. Below the header is a navigation menu with links for "Hardware", "Software", "Services", "RFx", "Consolidated Buy", "Resources", and "About CHES". The main content area is titled "Request For Information" and contains several tabs: "RFI - Information" (circled in red), "RFQ - Hardware\Software", "RFP - Services", "Reverse Auction - Hardware\Software", and "Transfer". Below the tabs is a search bar with a dropdown menu set to "10" and a "Search" button. At the bottom, there is a table header with columns: "Ref #", "Name", "Created", "Due", "Status", "Actions", "Responses", and "Transfer".

Hover over the "RFI-Information" button and select "Draft" for a list of your Draft Requests.

Step 2 - View RFI Drafts continued

List of Draft Request

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

10

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 141977	RFI TEST #2	2016-01-08 17:05	2016-01-22	Draft	<input type="button" value="Edit Draft"/> <input type="button" value="Cancel Draft"/>	0/6	

On this page all the Drafts RFI'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	
▶ 141977	RFI TEST #2	2016-01-08 17:05	2016-01-22	Draft	Edit Draft	Cancel Draft	0/6		

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

Step 4 - Make Changes & Submit

Edit Draft RFI

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-2H
Vendor(s):
W91QUZ-07-D-0006 : Dell
W91QUZ-07-D-0007 : IBM
W91QUZ-07-D-0008 : Unicom
W91QUZ-07-D-0009 : CDW-G
W91QUZ-07-D-0010 : Iron Bow
W91QUZ-07-D-0011 : World Wide Technology

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

Contact Information

Submitting POC:

First Name: William
Last Name: Cody
Commercial Phone: _____
Email address: william.m.cody14_ctr@mail.mil

Finalize / Submit Delete Draft

View of successfully submitted RFI

Your request is submitted.

Request For Information

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

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 141977	RFI TEST #2	2016-01-08 17:05	2016-01-22	Open	Amend Cancel Share	0/6	<input type="checkbox"/>

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

Amending an RFI

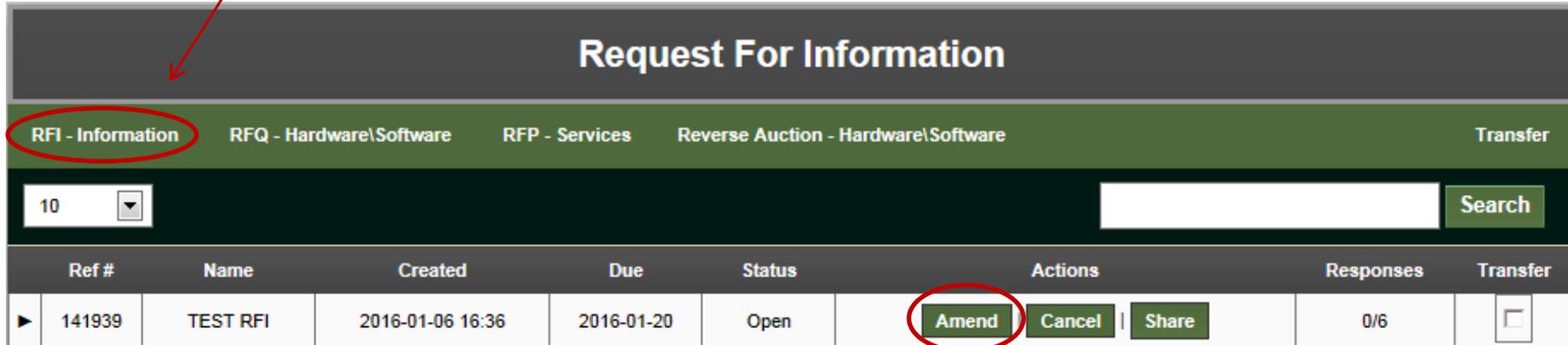
Amending an RFI

The **Amendment** feature allows you to:

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

Amending an RFI

Ensure you are on the “RFI-Information” Index by hovering over “RFI-Information” and then clicking “Index”



Request For Information

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

10 [dropdown] [input] Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 141939	TEST RFI	2016-01-06 16:36	2016-01-20	Open	Amend Cancel Share	0/6	[checkbox]

Click “Amend” on the RFI you wish to Amend.

Amending an RFI

Requestor Role
Contract Specialist ▼

Request Name
TEST RFI

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 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

TEST RFI Amended|

Characters left: 3983

Update information
in the Description
field as required.

Amending an RFI

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.

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

<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**

Cancel	Submit
--------	---------------

Click "Submit" to Amend your RFI

Amending an RFI

Request For Information

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

10

Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 141939	TEST RFI	2016-01-06 16:36	2016-01-20	Open	Amend Cancel Share	0/6	<input type="checkbox"/>

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

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

Cancelling an RFI

Cancelling an RFI

The **Cancel** feature allows you to:

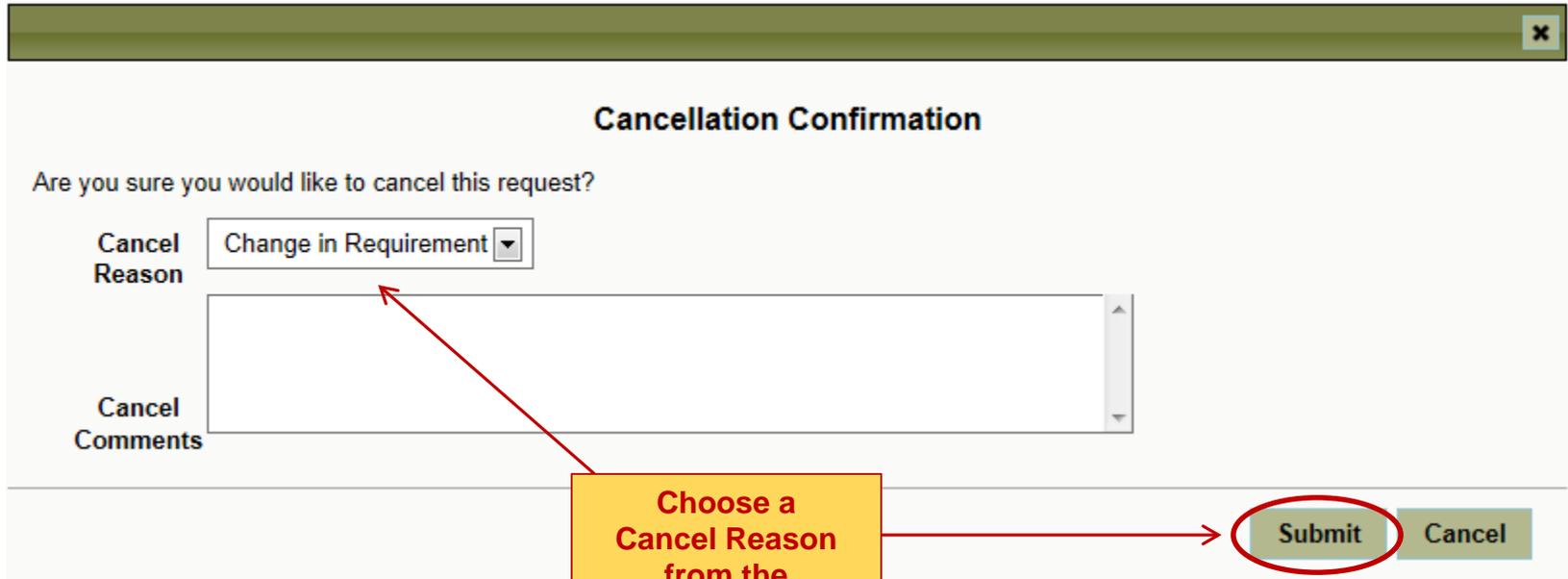
- Cancel an RFI at any time in the process
- Notify vendors of updates and the cancellation of an RFI

Cancelling an RFI

Request For Information								
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer
10								Search
Ref #	Name	Created	Due	Status	Actions		Responses	Transfer
▶ 141939	TEST RFI	2016-01-06 16:36	2016-01-20	Open	Amend	Cancel	Share	0/6
▶ 141938	TEST	2016-01-06 16:35	2016-01-20	Open	Amend	Cancel	Share	0/6

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

Cancelling an RFI



Cancellation Confirmation

Are you sure you would like to cancel this request?

Cancel Reason: Change in Requirement

Cancel Comments: [Text Area]

Submit Cancel

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 RFI. It will be cancelled.

Cancelling an RFI

Request cancelled

Request For Information

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

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 141939	TEST RFI	2016-01-06 16:36	2016-01-20	Open	Amend Cancel Share	0/6	<input type="checkbox"/>
▶ 141938	TEST	2016-01-06 16:35	2016-01-20	Cancelled		0/6	

NOTE: Once the RFI is cancelled you will have to submit a new RFI if you have a new request.

Once your RFI is cancelled the Status column will change to "Cancelled" and a bar at the top of the page will indicate that your RFI has been cancelled

Transferring an RFI

Transferring an RFI

The **Transfer** feature allows you to:

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

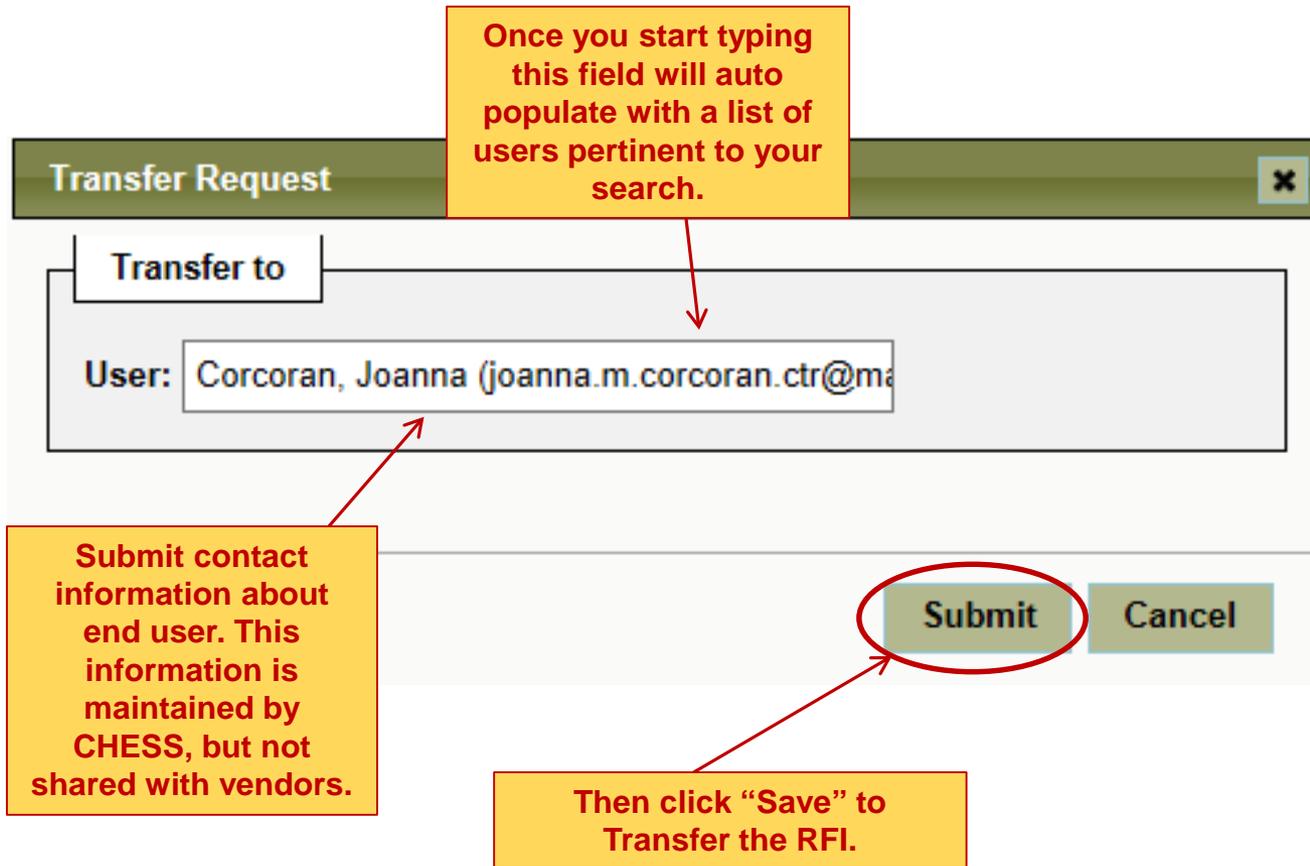
How a Requestor Transfers an RFI

Request For Information									
RFI - Information		RFQ - Hardware\Software		RFP - Services		Reverse Auction - Hardware\Software		Transfer	
10								Search	
Ref #	Name	Created	Due	Status	Actions			Responses	Transfer
▶ 141946	TEST RFI #2	2016-01-07 11:39	2016-01-21	Open	Amend	Cancel	Share	0/6	<input checked="" type="checkbox"/>
▶ 141939	TEST RFI	2016-01-06 16:36	2016-01-20	Open	Amend	Cancel	Share	0/6	<input type="checkbox"/>

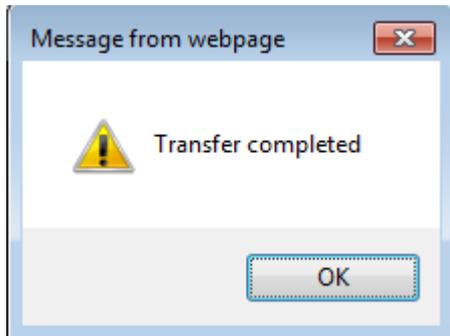
Ensure you are on the "RFI-Information" Index page click the checkbox under the Transfer column found to the right of your RFI and then click "Transfer."

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

How a Requestor Transfers an RFI



How a Requestor Transfers an RFI



The RFI # 141946 has been transferred to Joanna Corcoran (joanna.m.corcoran.ctr@mail.mil).

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

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

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

Once your RFI is Transferred a confirmation message like this will show indicating that your RFI has been transferred. An email confirmation will be sent to you and the user the RFI has been transferred to.

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

Sharing an RFI

How to Share an RFI

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

Request For Information

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

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 141977	RFI TEST #2	2016-01-08 17:05	2016-01-22	Open	Amend Share Cancel	1/6	<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.

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

How to Share an RFI

Request For Information

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

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 141977	RFI TEST #2	2016-01-08 17:05	2016-01-22	Open	Amend Cancel Share	1/6	<input type="checkbox"/>

Message from webpage

 Corcoran, Joanna (Joezhood@aol.com) can now view the request 141876

OK

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

Vendor View of RFI Submissions

Vendor View of RFI Response

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

Welcome: Vendor The Second 

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

RFI

Hardware Software Services RFX Consolidated Buy Resources About CHESS

Request For Information

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

10

Ref #	Name	Created	Due	Status	Response Submitted	Actions
▶ 141977	RFI TEST #2	2016-01-08 17:05	2016-01-22	Open	No	Respond <input type="button" value="No Bid"/>

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

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

Vendor Responds to an RFI

The screenshot shows a web form for submitting an RFI response. It is divided into two main sections: 'Response' and 'Attachments'. The 'Response' section contains a text area for 'Response Comment' with a character count of 4000 and a 'Quote Total' input field. The 'Attachments' section lists accepted file types (PDF, Excel, TIFF, WinZip, Word) and a 5MB limit per file. It features five rows, each with a 'Browse...' button and a 'Clear' button. At the bottom right, there are 'Submit' and 'Cancel' buttons. A red circle highlights the 'Submit' button, with an arrow pointing to it from the text 'Vendor clicks "Respond" to submit RFI response'.

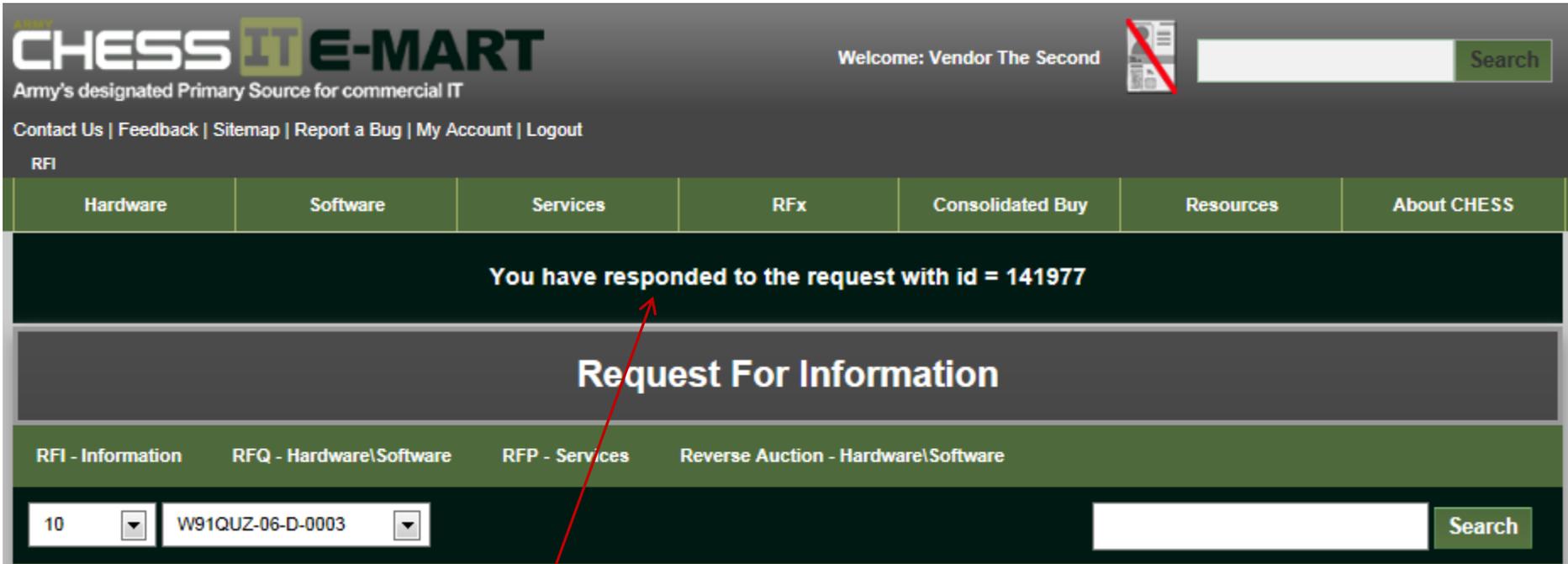
A Vendor uses an online form to submit a response, (bid or “no bid”), but will submit proposal documents directly to the RFI Requestor.

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

Vendor clicks “Respond” to submit RFI response



Vendor Responds to an RFI



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

Welcome: Vendor The Second

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

RFI

Hardware Software Services RFX Consolidated Buy Resources About CHESSE

You have responded to the request with id = 141977

Request For Information

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

10 W91QUZ-06-D-0003 Search

Once a Vendor hits submit to respond to a request a bar at the top of the page will indicate the response was submitted

Vendor Views Responded RFIs

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

Welcome: Vendor The Second

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

RFI

Hardware Software Services RFX Consolidated Buy Resources About CHESSE

Request For Information - Responded

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

10 W91QUZ-07-D-0009 Search

Ref #	Name	Created	Due	Status	Response Submitted	Actions
▶ 141977	RFI TEST #2	2016-01-08 17:05	2016-01-22	Responded	Yes	

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

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

Requestor View of RFI Responses

View RFI Response

Request For Information

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

10 [dropdown] [input] Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼ 41950	RFI TEST #3	2016-01-07 11:59	2016-01-21	Open	Amend Cancel Share	0/6	<input type="checkbox"/>
Responses - 0 / 6							
Contract		Vendor	Acknowledged	Responded			
W91QUZ-07-D-0006		Dell					
QUZ-07-D-0007		IBM					
QUZ-07-D-0008		Unicom					
QUZ-07-D-0009		CDW-G					
QUZ-07-D-0010		Iron Bow					
QUZ-07-D-0011		World Wide Technology					
Version History - 1							
Version Response History - 1							

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

0/6 indicates number of vendors that have responded. (E.g.: Out of 6 Vendors 0 responded)

Printing an RFI

Printing an RFI

Request For Information

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

10

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼ 141951	RFI TEST #4	2016-01-07 12:08	2016-01-21	Open	<input type="button" value="Amend"/> <input type="button" value="Cancel"/> <input type="button" value="Share"/>	0/6	<input type="checkbox"/>
▶ Responses - 0 / 6							
▶ Version History - 1							
▶ Version Response History - 1							

Submitting RFP X

Click on the RFI that you would like to print

Name	William M. Cody	Email	william.m.cody14.ctr@mail.mil
Agency	ARMY	Activity	PEO EIS
		Role	Contract Specialist
Request Name	RFI TEST #4		
Description	RFI TEST #4		
Program	ITES-2H	Status	Open
Created On	1/7/2016	Reference Number	141951

Printing an RFI

Submitting POC



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

Request Name	RFI TEST #4
Description	RFI TEST #4

Program	ITES-2H	Status	Open
Created On	1/7/2016	Reference Number	141951
Acknowledged	False	Last Updated	1/7/2016
Date Acknowledged		Acknowledgment Expected	1/11/2016
Date Responded		Responded	False
Customer Required By Date	1/21/2016	Response Expected	1/21/2016

Versions (Amendments)	0 (Original)
-----------------------	--------------

Cancel Reason	
Date Cancelled	
Cancel Comment	

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

Create RFQ | Create RFP | **Print**

Transferring an RFI into a RFQ or RFP

RFI Transfer to RFQ/RFP

Request For Information

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

10 Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼ 141951	RFI TEST #4	2016-01-07 12:08	2016-01-21	Open	Amend Cancel Share	0/6	<input type="checkbox"/>
▶ Responses - 0 / 6							
▶ Version History - 1							
▶ Version Response History - 1							

Click on the RFI that you would like to turn into an RFQ/RFP

Sub X

Name	William M Cody	Email	william.m.cody14.ctr@mail.mil
Agency		Activity	PEO EIS
		Role	Contract Specialist

Request Name	RFI TEST #4
Description	RFI TEST #4

Program	ITES-2H	Status	Open
Created On	1/7/2016	Reference Number	141951

RFI Transfer to RFQ/RFP

Submitting POC



Name	William Cody	Email	william.m.cody14.ctr@mail.mil
Agency	ARMY	Activity	PEO EIS
		Role	Contract Specialist
Request Name	RFI TEST #4		
Description	RFI TEST #4		
Program	ITES-2H	Status	Open
Created On	1/7/2016	Reference Number	141951
Acknowledged	False	Last Updated	1/7/2016
Date Acknowledged		Acknowledgment Expected	1/11/2016
Date Responded		Responded	False
Customer Required By Date	1/21/2016	Response Expected	1/21/2016
Versions (Amendments)	0 (Original)		
Cancel Reason			
Date Cancelled			
Cancel Comment			

Click the "Create RFQ" or "Create RFP" button at the bottom of the page.



RFI Transfer to RFQ/RFP

Create Request For Quote

Create Request For Proposal

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

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

Save As Draft

Save As Draft

Product Category:

Please Select Product Category

Clear Select All

Note: You must select either one or all.

Programs

- Select -

Clear Select All

Note: You must select either one or all.

Request Name

RFI TEST #4

Activity and Agency

- Select - - Select -

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 attachment feature below if you need more space

RFI TEST #4

Characters left: 3989

Request Name

RFI TEST #4

Activity and Agency

- Select - - Select -

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 attachment feature below if you need more space

Proceed to fill in the appropriate fields and click the "Submit" button to submit your RFQ or RFP.

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).

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.

	Browse...	Clear

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.

	Browse...	Clear

Questions



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