



**Office of  
General Services**

# **GSA eBuy RFQ Process**

## **Uploading Your Quote**

**February 22, 2018**

**Please note:**

**THE EBUY SYSTEM IS JUST A TOOL**

**ALL APPLICABLE PROCUREMENT  
GUIDELINES, PROCESSES, CONTROLS,  
AND APPROVALS STILL APPLY.**

# Are you ready? Uploading Your Request.



# Uploading your RFQ

Please refer to the “GSA eBuy Walkthrough” PowerPoint before attempting to upload your 1122A: GSA Purchase Authorization Request.



# Setting up your RFQ

- Open the eBuy welcome page and login using the information previously chosen.

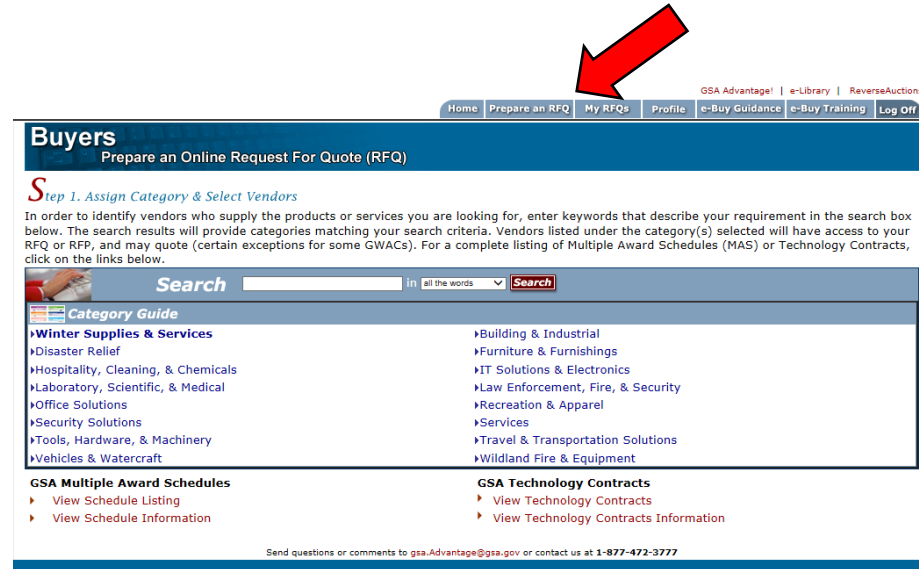
([https://www.ebuy.gsa.gov/advantage/ebuy/start\\_page.do](https://www.ebuy.gsa.gov/advantage/ebuy/start_page.do))

- Remember that your user id and password are both case sensitive.

<a href="#">▶ All About e-Buy</a>		<a href="#">▶ e-Buy Training</a>
<b>Government Buyers</b> Please enter your GSA Advantage! Membership User ID and Password.	<b>GSA Contractors</b> Please enter your Contract number and Password as provided by the Vendor Support Center.	
User ID <input type="text"/>	Contract Number <input type="text"/>	
Password <input type="password"/>	(Example: GS99F9999F, V123P1234A, or GS00T07NSD1234)	
<input type="button" value="▶ Login"/>	Password <input type="password"/>	
<a href="#">▶ Register for a User ID and Password</a>	<a href="#">▶ Forgot Your Password?</a>	
<a href="#">▶ I Forgot my User ID and/or Password.</a>	Please contact the VSC at 1-877-495-4849 or e-mail us at <a href="mailto:vendor.support@gsa.gov">vendor.support@gsa.gov</a> .	

# Setting up your RFQ

- This will bring you to your eBuy homepage.
- Choose Prepare an RFQ from the top tab options.



The screenshot shows the GSA Advantage! Buyers interface. At the top, a navigation bar includes links for Home, Prepare an RFQ, My RFQs, Profile, e-Buy Guidance, e-Buy Training, and Log Off. A red arrow points to the 'My RFQs' tab. Below the navigation bar, the page title is 'Buyers' with the subtitle 'Prepare an Online Request For Quote (RFQ)'. The main content area starts with 'Step 1. Assign Category & Select Vendors'. It provides instructions on how to use the search box to find vendors. Below the text is a search bar with a 'Search' button. Underneath the search bar is a 'Category Guide' section with two columns of category links. The first column includes 'Winter Supplies & Services', 'Disaster Relief', 'Hospitality, Cleaning, & Chemicals', 'Laboratory, Scientific, & Medical', 'Office Solutions', 'Security Solutions', 'Tools, Hardware, & Machinery', and 'Vehicles & Watercraft'. The second column includes 'Building & Industrial', 'Furniture & Furnishings', 'IT Solutions & Electronics', 'Law Enforcement, Fire, & Security', 'Recreation & Apparel', 'Services', 'Travel & Transportation Solutions', and 'Wildland Fire & Equipment'. At the bottom, there are two sections: 'GSA Multiple Award Schedules' with links to 'View Schedule Listing' and 'View Schedule Information', and 'GSA Technology Contracts' with links to 'View Technology Contracts' and 'View Technology Contracts Information'. A footer note at the bottom says 'Send questions or comments to gsa.Advantage@gsa.gov or contact us at 1-877-472-3777'.

Buyers  
Prepare an Online Request For Quote (RFQ)

*Step 1. Assign Category & Select Vendors*

In order to identify vendors who supply the products or services you are looking for, enter keywords that describe your requirement in the search box below. The search results will provide categories matching your search criteria. Vendors listed under the category(s) selected will have access to your RFQ or RFP, and may quote (certain exceptions for some GWACs). For a complete listing of Multiple Award Schedules (MAS) or Technology Contracts, click on the links below.

**Search**  in all the words **Search**

**Category Guide**

•Winter Supplies & Services	•Building & Industrial
•Disaster Relief	•Furniture & Furnishings
•Hospitality, Cleaning, & Chemicals	•IT Solutions & Electronics
•Laboratory, Scientific, & Medical	•Law Enforcement, Fire, & Security
•Office Solutions	•Recreation & Apparel
•Security Solutions	•Services
•Tools, Hardware, & Machinery	•Travel & Transportation Solutions
•Vehicles & Watercraft	•Wildland Fire & Equipment

**GSA Multiple Award Schedules**

- View Schedule Listing
- View Schedule Information

**GSA Technology Contracts**

- View Technology Contracts
- View Technology Contracts Information

Send questions or comments to [gsa.Advantage@gsa.gov](mailto:gsa.Advantage@gsa.gov) or contact us at 1-877-472-3777

# Setting up your RFQ

- eBuy will now walk you through the steps of the process.
- You can perform a search, although in my experience, it is much easier to go right where you need to by clicking View Federal Supply Schedule Listing.

GSA

eBuy

GSA Advantage!

e-Library

ReverseAuctions

Home

Prepare an RFQ

My RFQs

Profile

e-Buy Guidance

e-Buy Training

Log Off

S

Step 1. Assign Category & Select Vendors

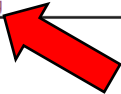
**Instructions:** First, you must find vendors who supply the products/services you are looking for. This is done by finding the category that best describes your requirements. To do this, simply enter keywords which describe what you are looking for in the "Search" box. When entering keywords, use broad general terms. The search results will provide the categories which meet your search criteria. The category you select will determine which vendors will be notified of your RFQ. For a complete listing of schedule categories, click on "View Federal Supply Schedule Listing".

Search:

all the words

Find it!

[View Federal Supply Schedule Listing](#)



# Setting up your RFQ

- You will now see a listing of GSA supply schedules.

## Step 1. Assign Category & Select Vendors

**Instructions:** The GSA Multiple Award Schedules are displayed below. Review the descriptions, then click on the "Schedule" that meets your RFQ criteria. The categories under that Schedule will then be displayed, so you may then select the vendors who will receive your RFQ.

Search:  all the words Find It!

Schedule	Description
BPA	MAS Blanket Purchase Agreements (BPAs) - In order to support agencies with their strategic sourcing requirements, GSA is developing a number of MAS Blanket Purchase Agreements for selected commodities and services. These BPAs can be used by all agencies to fulfill requirements. MAS BPAs leverage the government's buying power and achieve significant cost savings through the aggregating of federal demand. <a href="#">Click here for info on BPA ordering procedures.</a>
00CORP	THE CONSOLIDATED SCHEDULE - The Consolidated Schedule provides a streamlined approach to fulfilling requirements that fall within the scope of more than one schedule for acquiring a total solution. Contractors under this schedule hold a single contract that includes two or more combined services from schedules.
03FAC	FACILITIES MAINTENANCE AND MANAGEMENT - GSA offers a vast array of innovative, customer-focused facilities products and services. Facilities Maintenance and Management, Schedule number 03FAC, is a Multiple Award Schedule that provides federal agencies a streamlined procurement device to acquire all of the services necessary to maintain and manage a facility. <a href="#">Click here to view Comprehensive Professional Energy Services</a>
66	SCIENTIFIC EQUIPMENT AND SERVICES - Test and Measurement Equipment; Unmanned Scientific Vehicles; Laboratory Instruments, Furnishings and LIMS; Geophysical and Environmental Analysis Equipment; and Mechanical, Chemical, Electrical, and Geophysical Testing Services
66 III	CLINICAL ANALYZERS, LABORATORY, COST-PER-TEST
67	PHOTOGRAPHIC EQUIPMENT - CAMERAS, PHOTOGRAPHIC PRINTERS AND RELATED SUPPLIES & SERVICES (DIGITAL AND FILM-BASED)
70	GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES - Pursuant to Section 211 of the e-Gov Act of 2002, Cooperative Purchasing provides authorized State and local government entities access to information technology items offered through GSA's Schedule 70 and the Corporate contracts for associated special item numbers. Contracts with the COP PURC icon indicate that authorized state and local government entities may procure from that contract.
71	...

- Click on Schedule 70.

# Setting up your RFQ

You can select more than one category!

- You must now select the most applicable of 24 Categories.  
(There will be subcategories on the next page.)

## 70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

Category	Description
132 100	<b>Ancillary Supplies and/or Services - SUBJECT TO COOPERATIVE PURCHASING</b> - Ancillary supplies and/or services are support supplies and services which are not within the scope of any other SIN on this schedule. These supplies and/or services may only be ordered in conjunction with or in support of supplies and/or services purchased under another SIN(s) in this solicitation to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule and is limited to information technology (IT) products and/or services. Special Instructions: The work performed under this SIN shall be associated with existing SINs that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies and/or services purchased under another SIN in this schedule. Contractors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SINs under this schedule. Note: Commercially available products under this solicitation may be covered by the Energy Star or Electronic Product Environmental Assessment Tool (EPEAT) programs. Applicable EPEAT-registered products are available at the Bronze level or higher.
132 99	<b>Introduction of New Information Technology Services and/or Products - SUBJECT TO COOPERATIVE PURCHASING</b> - New IT product, service and/or solution within the scope of the Federal Supply Schedule, but not currently available under any Federal Supply Service contract - that provides a new service, function, task, or attribute that may provide a more economical or efficient means for Federal agencies to accomplish their mission. It may be a new product, service and/or solution existing in the commercial market, but not yet introduced to the Federal Government. Note: Commercially available products under this solicitation may be covered by the Energy Star or Electronic Product Environmental Assessment Tool (EPEAT) programs. Applicable EPEAT-registered products are available at the Bronze level or higher.
132 54	<b>Commercial Satellite Communications (COMSATCOM) Transponded Capacity -- SUBJECT TO COOPERATIVE PURCHASING</b> - Includes owning/operating or reselling dedicated bandwidth and power on a communications satellite in any available COMSATCOM frequency band, including, but not limited to, L-, S-, C-, X-, Ku-, extended Ku-, Ka-, and UHF. COMSATCOM Transponded Capacity refers to satellite bandwidth and power only. Such services allow customer-proposed waveforms, and industry approved solutions to apply leased bandwidth to meet individual requirements as needed. COMSATCOM Transponded Capacity includes all services necessary to allow the customer to use the transponded capacity, including: limited engineering (e.g., development of link budgets, transmission plans); basic customer training (e.g., acquiring satellite signal, peak and polarization); core management and control of the transponded capacity; and required approvals (e.g., frequency clearances, landing rights). Host Nation Agreements (HNAs) will be priced separately when required. COMSATCOM Transponded Capacity requirements range from small fractions of a single transponder within a single coverage area to multiple transponders on multiple satellites with worldwide coverage for short durations measured in hours or days to long durations measured in years. These services are also known as Satellite Communications (SATCOM). NOTE: Equipment is available for purchase under SIN 132-8 or 132-9 or for lease under SIN 132-3 or short term rental under 132-4.
132 55	<b>Commercial Satellite Communications (COMSATCOM) Subscription Services -- SUBJECT TO COOPERATIVE PURCHASING</b> - Includes COMSATCOM Subscription Services consisting of pre-existing, pre-announced Fixed Satellite Service and/or Mobile Satellite Service solutions, typically including shared or dedicated satellite resources, ancillary terrestrial components, and Contractor



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# Setting up your RFQ

- The subcategory selection will affect your vendor base.
- Example: 132 51 has 3272 contractors available.

70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

Category	Description
132 51	Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING

**132 51 Sub-categories**

- ▶ Auto. Info. System Design & Integration
- ▶ Automated News, Data and other Info. Services
- ▶ CAD/CAM Services
- ▶ Desktop Management
- ▶ IT Backup and Security Services
- ▶ IT Data Conversion Services
- ▶ IT Facility Operation and Maintenance
- ▶ IT Network Management Services
- ▶ IT Systems Analysis Services
- ▶ IT Systems Development Services
- ▶ Information Assurance
- ▶ Programming Services

**3272 contractors** are available.

☐ Select all vendors

Display: 

All Socio-Economic Indicators  
Small Business  
SBA Certified 8(a) Firm

**Go**

Is this a small business set-aside?  
If small business set-aside, select small business program ▼

\* If this is a small business set-aside, you must select the small business program from the drop-down

	Vendor	City, State	Socio-economic	Text File	Web page
<input type="checkbox"/>	1 SOURCE CONSULTING, INC.	GERMANTOWN, MD	Small Business SBA Certified Small Disadvantaged Business Veteran Owned Small Business		
<input type="checkbox"/>	1ST ALL FILE RECOVERY USA	SHAKER HEIGHTS, OH	Small Business		

# Setting up your RFQ

- If I select CAD/CAM Services by clicking on the left, now 1132 vendors are listed.

70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

Category	Description
132 51	Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING

**132 51 Sub-categories**

- ▶ Auto. Info. System Design & Integration
- ▶ Automated News, Data and other Info. Services
- ▶ CAD/CAM Services**
- ▶ Desktop Management
- ▶ IT Backup and Security Services
- ▶ IT Data Conversion Services
- ▶ IT Facility Operation and Maintenance
- ▶ IT Network Management Services
- ▶ IT Systems Analysis Services
- ▶ IT Systems Development Services
- ▶ Information Assurance
- ▶ Programming Services

[View all vendors](#)

**1132 vendors** listed under sub-category: **CAD/CAM Services**

☐ Select all vendors

Display: All Sm SB Not all do qu


Is this a small business set-aside?  
If small business set-aside, select small business program ▼

\* If this is a small business set-aside, you must select the small business program from the drop-down

	Vendor	City, State	
<input type="checkbox"/>	1 SOURCE CONSULTING, INC.	GERMANTOWN, MD	SBA
<input type="checkbox"/>	22ND CENTURY TECHNOLOGIES INC.	SOMERSET, NJ	SBA





# Setting up your RFQ

- Please note that you can sort by 9 different Socio-Economic factors such as small business, veteran owned, women owned, etc.

Display: All Socio-Economic Indicators  
Small Business  
SBA Certified 8(a) Firm 

Note: Hold the 'Ctrl' key to select all that apply. This allows sorting for selection/invitation purposes only. It does not prevent unselected vendors from submitting quotes.

im from the drop-down

	City, State	Socio-economic	Text File	Web page
	GERMANTOWN, MD	Small Business SBA Certified Small Disadvantaged Business Veteran Owned Small Business		
	SOMERSET, NJ	Small Business SBA Certified Small Disadvantaged Business SBA Certified 8(a) Firm		

Please note that the Small Business designations are Federal Small Business and do not necessarily equal NYS Small Business.



# Setting up your RFQ

- Once you have made your selections, check the box to Select all vendors and Submit.

1132 vendors listed under sub-category: CAD/CAM Services

Submit

☐ Select all vendors

Is this a small business set-aside?

If small business set-aside, select small business program ▼



\* If this is a small business set-aside, you must select the small business program from the drop-down

Display:

All Socio-Economic Indicators  
Small Business  
SBA Certified 8(a) Firm

Go

Note: Hold the 'Ctrl' key to select all that apply. This allows sorting for selection/invitation purposes only. It does not prevent unselected vendors from submitting quotes.


	Vendor	City, State	Socio-economic	Text File	Web page
<input type="checkbox"/>	1 SOURCE CONSULTING, INC.	GERMANTOWN, MD	Small Business SBA Certified Small Disadvantaged Business		



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# Setting up your RFQ

- Click Yes to continue.

 Please be aware you are sending this RFQ to a significant number of vendors. This may result in a large number of quotes being submitted for your review.

Are you sure you want to send this RFQ to **54** vendors?

[▶ Yes - Continue](#) [▶ No - Go Back](#)



- Please note that if your vendor list is over 2,000, you will not be able to view your list after the release of the RFQ. Please print ahead of time for your Procurement Record.

# Down to Details RFQ Information

# Down to Details

- In this step you will proceed filling out the basic information of your solicitation.

<b>RFQ ID</b> RFQ956968	<input type="checkbox"/> Check if you are seeking sources or information <i>only</i> .	<b>Reference #</b> <input type="text"/> <small>OPTIONAL - use as needed to assign an internal reference or control number to your RFQ. This number will appear to sellers.</small>																												
<b>RFQ Title</b> (ex. Consulting services; Office supplies) <input type="text"/>																														
<b>Delivery:</b> (specify delivery expected) <input checked="" type="radio"/> Deliver <input type="text"/> days After Receipt of Order (ARO) (Products) <input type="radio"/> Date of Award to Date of Completion (Services) <input type="radio"/> Period of performance: <input type="text"/> through <input type="text"/> (Services)																														
<b>Line Items</b> (Enter specific line items below)																														
<table border="1"><thead><tr><th>Mfr. Part/Item #</th><th>Manufacturer</th><th>Product/Service Name</th><th>Qty</th><th>Unit</th><th>Ship Address</th><th>Change Address</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>(1)</td><td><a href="#">Change</a></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>(1)</td><td><a href="#">Change</a></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>(1)</td><td><a href="#">Change</a></td></tr></tbody></table>	Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>	<a href="#">Add Additional Items</a>	
Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address																								
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>																								

# Down to Details

This RFQ number is GSA's RFQ number and will not match your own number

This is where you enter the RFQ number assigned by OGS.

**RFQ ID**  
RFQ956968

☐ Check if you are seeking sources or information *only*.

**Reference #**   
OPTIONAL - use as needed to assign an internal reference or control number to your RFQ. This number will appear to sellers.

**RFQ Title** (ex. Consulting services; Office supplies)

**Delivery:** (specify delivery expected)  
☒ Deliver  days After Receipt of Order (ARO) (Products)  
☐ Date of Award to Date of Completion (Services)  
☐ Period of performance:  through   (Services)

**Line Items** (Enter specific line items below)

Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>

Add Additional Items

# Down to Details

Complete this box with the  
Title of your RFQ.

<b>RFQ ID</b> RFQ956968		<input type="checkbox"/> Check if you are seeking sources or information <i>only</i> .	<b>Reference</b> OPTIONAL - use appear to seller			
<b>RFQ Title</b> (ex. Consulting services; Office supplies) <input type="text"/>						
<b>Delivery:</b> (specify delivery expected) <input checked="" type="radio"/> Deliver <input type="text"/> days After Receipt of Order (ARO) (Products) <input type="radio"/> Date of Award to Date of Completion (Services) <input type="radio"/> Period of performance: <input type="text"/> through <input type="text"/> (Services)						
<b>Line Items</b> (Enter specific line items below)						
Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>
<a href="#">Add Additional Items</a>						

Make your selection depending  
on whether the conclusion of  
your contract will be based on  
term, deliverable, or delivery.

# Down to Details

If your RFQ is for specific products, complete this section. If not, leave blank.

If you left the last section blank, complete a brief description of what your RFQ is for. This will be the only information the vendor can see without opening documents.

**Line Items** (Enter specific line items below)

Mfr. Part/Item	Manufacturer	Product/Service Name					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>

[Add Additional Items](#)

**Description** (Include a detailed description of services and products required, and any evaluation criteria). [Click here for more info on ordering procedures for Services.](#)

**Attached Documents:** (You may attach a Statement of Work, limited source justification, or additional documentation as needed)



# Down to Details

**Attached Documents:** (You may attach a Statement of Work, limited source justification, or additional documents.)

▶ [Attach Documents](#)

## Shipping Address

**(1) ITS:**  
Information Technology Services  
SWAN ST BUILDING, CORE 4  
FLOOR 2  
Albany, NY 12220


▶ [Edit Shipping Address](#)

Click on the Attach Documents link to begin adding the pertinent documents to your solicitation



# Down to Details

Click on the Browse button to identify the document you wish to upload.

 [Home](#) [Library](#) | [ReverseAuctions](#) [Buy Training](#) [Log Off](#)

## Add Attachments to RFQ

**Instructions:** You may attach a statement of work or additional documents to the RFQ as needed. Each document must be *less than 20MB* in size and the file name should not exceed more than 200 characters in length (recommend using less than 200 characters file name and path combined).

No documents attached

Attach additional documentation:	
Step 1 - Select a document for upload	<input type="text"/> <input data-bbox="1116 562 1193 578" type="button" value="Browse..."/>
Step 2 - Enter a <i>new</i> name for the document	<input type="text"/> (optional)
Step 3 - Click to upload the document	<input type="button" value="Upload The File"/>

[Go Back to RFQ Basic Info](#)

**NOTE:** Documents will be listed in the order they are uploaded.  
This order cannot be changed unless you delete and upload again in a new order

# Down to Details

### Add Attachments to RFQ

**Instructions:** You may attach a statement of work or additional documents to the RFQ as needed. Each document must be *less than 20MB* in size and the file name should not exceed more than 200 characters in length (recommend using less than 200 characters file name and path combined).

No documents attached

Attach additional documentation:	
Step 1 - Select a document for upload	C:\Users\stjockm\Desktop\binder side.pptx <input data-bbox="859 401 923 416" type="button" value="Browse..."/>
Step 2 - Enter a new name for the document	<input type="text" value=""/> (optional)
Step 3 - Click to upload the document	<input data-bbox="459 464 542 478" type="button" value="Upload The File"/>

RFQ

SOW

T's & C's

Choose File to Upload

Desktop

formulareferences  
Microsoft Excel Worksheet  
10.4 KB

mail  
Microsoft Word Document  
12.4 KB

PC App  
Internet Shortcut  
232 bytes

TEMPLATE - Shortcut  
Shortcut  
1003 bytes

TEST SOW  
Microsoft Word Document  
639 KB

Widget RFQ  
Microsoft Word Document  
11.1 KB

File name: Widget RFQ

All Files (\*.\*)

Select the desired document and click Open.

# Down to Details

**GSA eBuy**

Home Prepare an RFQ My RFQ

## Add Attachments to RFQ

**Instructions:** You may attach a statement of work or additional documents to the RFQ as needed. Each document must be *less than* 200 characters in length (recommend using less than 200 characters file name and path combined).

No documents attached

Attach additional documentation:	
Step 1 - Select a document for upload	C:\Users\stjockm\Desktop\Widget RFQ.docx <input data-bbox="1014 556 1078 573" type="button" value="Browse..."/>
Step 2 - Enter a new name for the document	Widget RFQ (optional)
Step 3 - Click to upload the document	<input data-bbox="508 631 614 647" type="button" value="Upload The File"/>

This optional step allows you to alter the name of the document that will be available on eBuy.

Upload the file by clicking the button above.

# Down to Details

## Add Attachments to RFQ

**Instructions:** You may attach a statement of work. The statement of work should not exceed more than 200 characters in length.

Documents Attached to RFQ	Remove
Widget RFQ	✕

### Attach additional documentation:

**Step 1** - Select a document for upload

**Step 2** - Enter a *new* name for the document

 (optional)

**Step 3** - Click to upload the document

[▶ Go Back to RFQ Basic Info](#)

Congratulations!

You have uploaded your first document!  
Repeat steps until all needed documents have been uploaded or return later to add additional documents.

Select Go Back to RFQ Basic Info when done uploading.

# Down to Details

Your uploaded documents appear here.

**Attached Documents:** (You may attach a Statement of Work, limited source justification, or additional documentation as needed)

Widget RFQ

▶ Attach Documents

## Shipping Address

(1) ITS:

Information Technology Services  
SWAN ST BUILDING, CORE 4  
FLOOR 2  
Albany, NY 12220

*Individual Receiving Shipment*  
LUKE CHARDE  
518-549-1159  
LUKE.CHARDE@ITS.NY.GOV

▶ Edit Shipping Address

The next step is to input the shipping address/contact information.

▶ Continue



Office of  
General Services

# Down to Details

## *P*rofile - Address Book

Instructions: The following Shipping Addresses are associated with your membership.

[▶ Create a New Address](#)

▶ Back▶ Update▶ Submit - Continue

☒ **ITS**  
Information Technology Services  
SWAN ST BUILDING, CORE 4  
FLOOR 2  
Albany, NY 12220  
[\[remove address\]](#)

**Individual Receiving Shipment**  
Name: LUKE CHARDE  
Phone: 518-549-1159commercial, no alphas  
E-mail: LUKE.CHARDE@ITS.NY.GOV

☐ **SFS**  
SFS  
STATE CAMPUS BUILDING 4  
Albany, NY 12206  
[\[remove address\]](#)

**Individual Receiving Shipment**  
Name: SEAN HARRINGTON  
Phone: 518-457-4527commercial, no alphas  
E-mail: SEAN.HARRINGTON@SFS.NY.GOV

[▶ Create a New Address](#)

If you have previously entered shipping information, it is available for you to select / update.

If not, you will need to Create a New Address.

# Down to Details

Complete all fields then select  
Submit – Continue.

## *P*rofile - New Address

**Instructions:** Please enter a Shipping Address and the Individual Receiving Shipment.

**Notes:**

1. Please do not use any special characters (quotes, #, \$, etc..) in the Address Name
2. **Overseas Customers:** please make sure your APO/FPO mail address is entered in City, and AA, AE or AP is entered in State.

▶ Submit - Continue

Address Name	<input type="text"/>
Agency	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2 (optional)	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/> (ex. 22202 or 22202-1234)

Individual Receiving Shipment

Name:	<input type="text"/>
Phone:	<input type="text"/> commercial, no alphas
E-mail:	<input type="text"/>



Office of  
General Services

# Down to Details

**RFQ ID**  
RFQ957186

☐ Check if you are seeking sources or information only.

**Reference #**   
OPTIONAL - use as needed to assign an internal reference or control number to your RFQ. This number will appear to sellers.

**RFQ Title** (ex. Consulting services; Office supplies)  
WIDGETS

**Delivery:** (specify delivery expected)  
☒ Deliver  days After Receipt of Order (ARO) (Products)  
☐ Date of Award to Date of Completion (Services)  
☐ Period of performance:  through  (Services)

**Line Items** (Enter specific line items below)

Mr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(1)	<a href="#">Change</a>

Add Additional Items

**Description** (Include a detailed description of services and products required, and any evaluation criteria). [Click here for more info on ordering procedures for Services.](#)  
WIDGETS

**Attached Documents:** (You may attach a Statement of Work, limited source justification, or additional documentation as needed)  
Widget RFQ  

Attach Documents

**Shipping Address**  

**(1) ITS:**  
Information Technology Services  
SWAN ST BUILDING, CORE 4  
FLOOR 2  
Albany, NY 12220

Individual Receiving Shipment  
LUKE CHARDE  
518-549-1159  
LUKE.CHARDE@ITS.NY.GOV

Edit Shipping Address

Review your details and select continue.

Continue




Office of General Services




# Down to Details

## Step 2. RFQ Information

 Please enter RFQ Title.

**Instructions:** Please enter your RFQ information below. If necessary, you may attach supporting documentation, such as statement on "Attach Documents". You should also include any criteria you may use to evaluate quotes.

**Reminder:** In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors for orders exceeding the 8.405-1). Attach justification/documentation if restricting consideration to limited sources or limiting to an item peculiar to one manu required by paragraphs (a) or (b) of (FAR 8.405-6).

 eBuy has a suggested category for your RFQ. You can view/add one or more of these categories by clicking on the category and selecting vendors. Otherwise, click "Continue".

The eBuy system may present a warning at this time.

Consider the warning, address / dismiss it and select continue again.

### Shipping Address

(1) ITS:  
Information Technology Services  
SWAN ST BUILDING, CORE 4  
FLOOR 2  
Albany, NY 12220

518-549-1159  
LUKE.CHARDE@ITS.NY.GOV

[Edit Shipping Address](#)

[Continue](#)



Office of  
General Services

# Down to Details

**GSA eBuy**

Home Prepare an RFQ My RFQs Profile e-Buy Guidance e-Buy Log Off

**Prepare RFQ - Review**

**Instructions:** Please review your RFQ. **NOTE:** If you wish to save this RFQ, without submitting it, click on "Save to Draft". You may forward this RFQ to another person (via email) after selecting "Save to Draft" or "Submit RFQ".

**Forwarding is tended for internal staff only!**

**Congratulations! You can finally save your draft solicitation!**

**Submit = releasing your RFQ to the public. This should not be done until Step 3.**

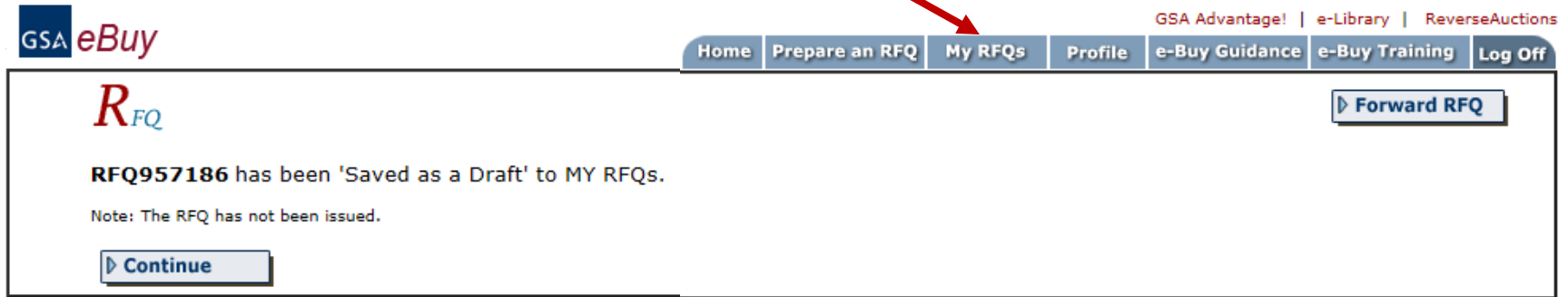
**Never click Cancel, "X" out of or close the window to cancel.**

RFQ ID: RFQ957186  
RFQ Title: WIDGETS  
Line Items: Mfr. part No/NSN/Item, Manufact  
Description: WIDGETS  
Attached Documents: Widget RFQ  
Shipping Address: (1) ITS: Information Technology Services, SWAN ST BUILDING, CORE 4, FLOOR 2, Albany, NY 12220  
Individual Receiving Shipment: LUKE CHARDE, 518-549-1159, LUKE.CHARDE@ITS.NY.GOV

Buttons: Back, Save to Draft, Submit RFQ, Cancel RFQ

# Down to Details

- Once saved, you can now access this RFQ quickly and easily by clicking on My RFQs tab upon entry to the eBuy system.



The screenshot shows the GSA eBuy system interface. At the top, there is a navigation bar with the GSA eBuy logo on the left and a series of tabs: Home, Prepare an RFQ, My RFQs, Profile, e-Buy Guidance, e-Buy Training, and Log Off. A red arrow points from the text 'My RFQs tab' in the bullet point above to the 'My RFQs' tab. To the right of the tabs, there are links for 'GSA Advantage!', 'e-Library', and 'ReverseAuctions'. Below the navigation bar, the main content area displays a large 'RFQ' in a stylized font. Below this, a message states: 'RFQ957186 has been 'Saved as a Draft' to MY RFQs.' A note below this message says: 'Note: The RFQ has not been issued.' There are two buttons: 'Forward RFQ' in the top right and 'Continue' in the bottom left.

GSA eBuy

GSA Advantage! | e-Library | ReverseAuctions

Home | Prepare an RFQ | My RFQs | Profile | e-Buy Guidance | e-Buy Training | Log Off

**RFQ**

**RFQ957186** has been 'Saved as a Draft' to MY RFQs.

Note: The RFQ has not been issued.

Forward RFQ

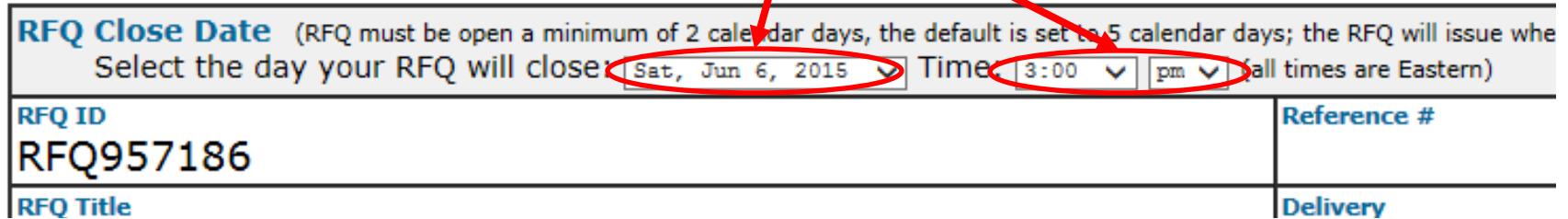
Continue

# Polish & Publish Refinement & Release



# Polish & Publish

Select the due date and time. The minimum requirement for an RFQ to be open is 2 days; but the default is 5 days.



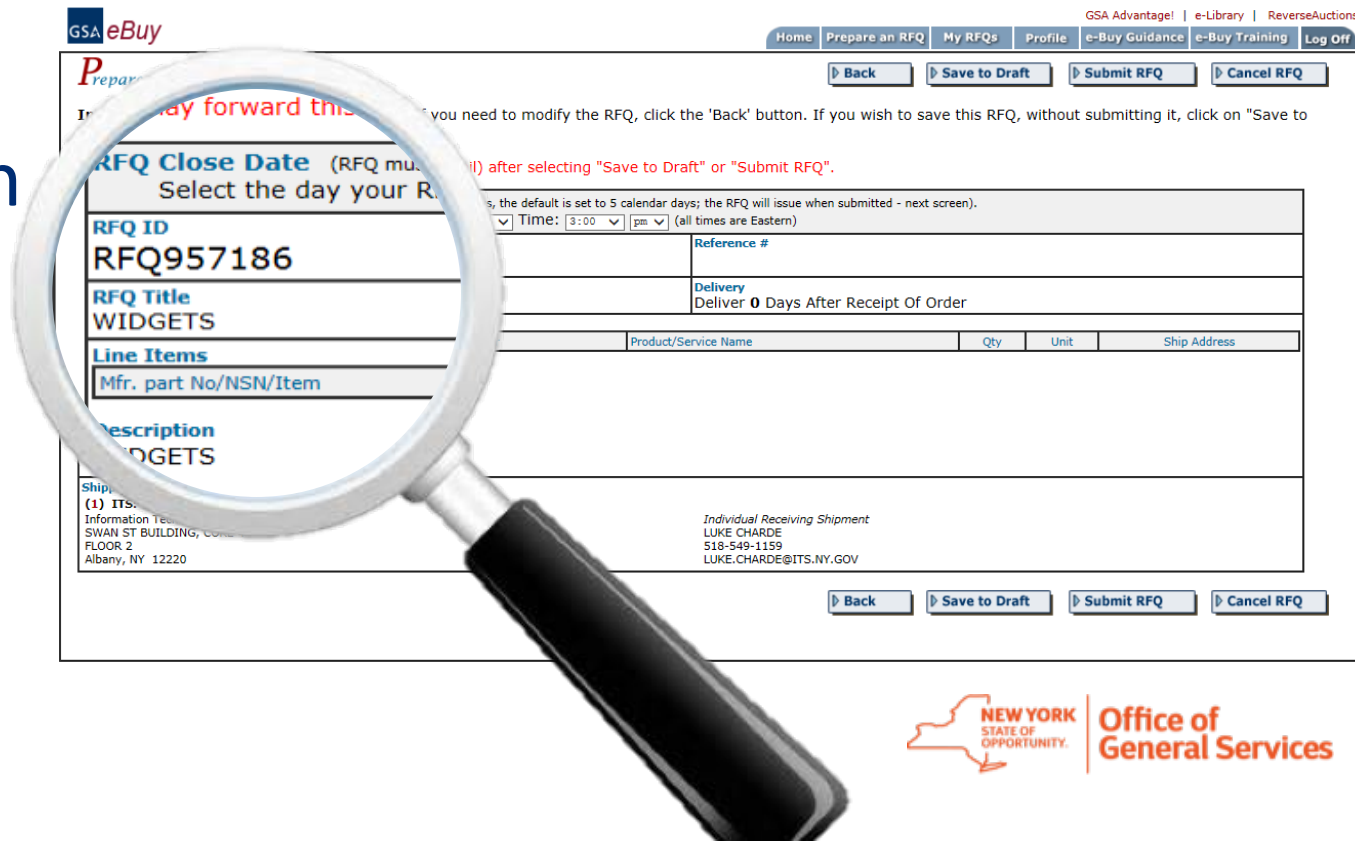
**RFQ Close Date** (RFQ must be open a minimum of 2 calendar days, the default is set to 5 calendar days; the RFQ will issue when  
Select the day your RFQ will close: Sat, Jun 6, 2015 Time: 3:00 pm (all times are Eastern)

<b>RFQ ID</b> RFQ957186	<b>Reference #</b>
<b>RFQ Title</b>	<b>Delivery</b>

Be sure to allow the contractors sufficient time to submit a quote.

# Polish & Publish

Careful  
consideration  
should be  
given to all  
aspects of  
the  
solicitation.



The screenshot shows the GSA eBuy 'Prepare RFQ' page. A magnifying glass is positioned over the 'RFQ ID' and 'RFQ Title' fields. The 'RFQ ID' field contains 'RFQ957186' and the 'RFQ Title' field contains 'WIDGETS'. The 'Line Items' table below shows a single item with 'Mfr. part No/NSN/Item' as the description. The 'Description' field also contains 'WIDGETS'. The 'Ship To' address is listed as (1) ITS, Information Technology, SWAN ST BUILDING, CORNELL UNIVERSITY, FLOOR 2, Albany, NY 12220. The 'Individual Receiving Shipment' contact is LUKE CHARDE, 518-549-1159, LUKE.CHARDE@ITS.NY.GOV. The page includes navigation links at the top (Home, Prepare an RFQ, My RFQs, Profile, e-Buy Guidance, e-Buy Training, Log Off) and action buttons at the top and bottom (Back, Save to Draft, Submit RFQ, Cancel RFQ). A red text box at the top right contains the text: 'If you need to modify the RFQ, click the 'Back' button. If you wish to save this RFQ, without submitting it, click on "Save to Draft" or "Submit RFQ".' The 'RFQ Close Date' is set to 3:00 pm, and the 'Delivery' is set to 0 Days After Receipt Of Order.

GSA eBuy

Home Prepare an RFQ My RFQs Profile e-Buy Guidance e-Buy Training Log Off

Back Save to Draft Submit RFQ Cancel RFQ

If you need to modify the RFQ, click the 'Back' button. If you wish to save this RFQ, without submitting it, click on "Save to Draft" or "Submit RFQ".

**RFQ Close Date** (RFQ must be closed after selecting "Save to Draft" or "Submit RFQ".  
Select the day your RFQ will close. The default is set to 5 calendar days; the RFQ will issue when submitted - next screen).

Time: 3:00 pm (all times are Eastern)

**RFQ ID**  
RFQ957186

**RFQ Title**  
WIDGETS

**Line Items**

Product/Service Name	Qty	Unit	Ship Address
Mfr. part No/NSN/Item			

**Description**  
WIDGETS

**Ship To**  
(1) ITS  
Information Technology  
SWAN ST BUILDING, CORNELL UNIVERSITY  
FLOOR 2  
Albany, NY 12220

**Individual Receiving Shipment**  
LUKE CHARDE  
518-549-1159  
LUKE.CHARDE@ITS.NY.GOV

Back Save to Draft Submit RFQ Cancel RFQ

[▶ Back](#)
[▶ Save to Draft](#)
[▶ Submit RFQ](#)
[▶ Cancel RFQ](#)

You may forward this RFQ to another person (via email) after selecting "Save to Draft" or "Submit RFQ".

[▶ Back](#)
[▶ Save to Draft](#)
[▶ Submit RFQ](#)
[▶ Cancel RFQ](#)

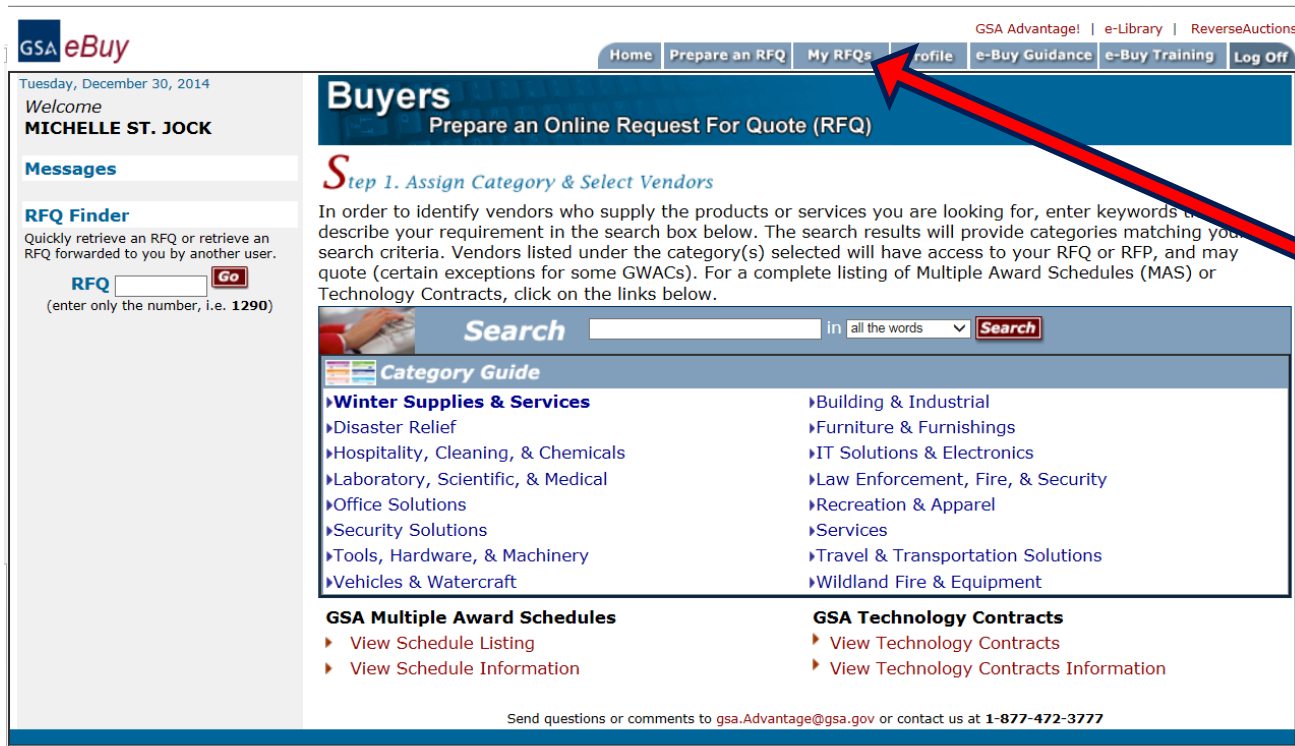
# Rigorous Clarity

## Q&A





# Rigorous Clarity



**GSA eBuy**

Tuesday, December 30, 2014  
Welcome  
**MICHELLE ST. JOCK**

**Messages**

**RFQ Finder**  
Quickly retrieve an RFQ or retrieve an RFQ forwarded to you by another user.  
RFQ  **Go**  
(enter only the number, i.e. 1290)

**Buyers**  
Prepare an Online Request For Quote (RFQ)

**Step 1. Assign Category & Select Vendors**  
In order to identify vendors who supply the products or services you are looking for, enter keywords to describe your requirement in the search box below. The search results will provide categories matching your search criteria. Vendors listed under the category(s) selected will have access to your RFQ or RFP, and may quote (certain exceptions for some GWACs). For a complete listing of Multiple Award Schedules (MAS) or Technology Contracts, click on the links below.

**Search**  in **all the words** **Search**

**Category Guide**

<ul style="list-style-type: none"> <li>Winter Supplies &amp; Services</li> <li>Disaster Relief</li> <li>Hospitality, Cleaning, &amp; Chemicals</li> <li>Laboratory, Scientific, &amp; Medical</li> <li>Office Solutions</li> <li>Security Solutions</li> <li>Tools, Hardware, &amp; Machinery</li> <li>Vehicles &amp; Watercraft</li> </ul>	<ul style="list-style-type: none"> <li>Building &amp; Industrial</li> <li>Furniture &amp; Furnishings</li> <li>IT Solutions &amp; Electronics</li> <li>Law Enforcement, Fire, &amp; Security</li> <li>Recreation &amp; Apparel</li> <li>Services</li> <li>Travel &amp; Transportation Solutions</li> <li>Wildland Fire &amp; Equipment</li> </ul>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**GSA Multiple Award Schedules**

- View Schedule Listing
- View Schedule Information

**GSA Technology Contracts**


- View Technology Contracts
- View Technology Contracts Information

Send questions or comments to [gsa.Advantage@gsa.gov](mailto:gsa.Advantage@gsa.gov) or contact us at 1-877-472-3777

Once out  
of the  
system  
and  
returning,  
Click on  
My RFQs

# Rigorous Clarity

A listing of your open RFQs will appear. The RFQ will also appear on this page for anyone to whom this has been forwarded to.



[Home](#) [Prepare an RFQ](#) [My RFQs](#) [Profile](#) [GSA Advantage!](#) [e-Library](#) [ReverseAuctions](#) [e-Buy Guidance](#) [e-Buy Training](#) [Log Off](#)

## My Active RFQs

My RFQ History

**Instructions:** Listed below are your active RFQs. To review specific RFQ activity, click on the "RFQ ID".

Note: Click on the column header to sort.

RFQ ID	RFQ Title	Status	Close Date	Responses Received
RFQ957186	WIDGETS	Open	02/11/2015 11:00:00 AM EST	0
RFQ95757	PeopleSoft Staff Augmentation Services	Closed	01/16/2015 04:00:00 PM EST	89

Select the RFQ by clicking on the RFQ number.

# Rigorous Clarity

## RFQ Detail

**Instructions:** To view a quote, click on the "Quote ID". You can try to evaluate and respond to each quote within 15 days.

To send the RFQ to another person, click on "Forward RFQ". To move the RFQ to the "Active" folder by selecting "Move To RFQ History". If there are attachments, view the attachments by clicking on them.

On the RFQ Detail page, you can view any “No Quotes” received so far.

This is the same page quotes will be shown on once submitted.

RFQ ID: RFQ917757

Reference #: 22891

RFQ Close Date: 01/06/2015 04:00:00 PM EST

Quote	Quote Status	Vendor Notified	Quote good until	PO	Vendor Attachments	Buyer Notes
	No Quote (view reason)		n/a	n/a		
	No Quote (view reason)		n/a	n/a		

Click on “No Quote” to view the reason submitted by the responding vendor.

# Rigorous Clarity

RFQ *Detail*

My Active RFQs

**Instructions:** To view a quote, click on the "Quote ID". Quotes may be reviewed prior to the closing date, but no award can be made. Please try to evaluate and respond to each quote within 15 days of the RFQ closing.

To send the RFQ to another person, click on "Forward RFQ". If you have finished responding to the quotes, you can move the RFQ from the "Active" folder by selecting "Move To RFQ History". If the RFQ has "Closed", you may repost the RFQ by selecting "Re-Issue RFQ". You may view the attachments by clicking on them.

[SEND Q&As](#) | [FORWARD RFQ](#) | [MODIFY RFQ](#) | [CANCEL RFQ](#)

RFQ ID: **RFQ917757**

Reference #: 22891

RFQ Close Date: 01/06/2015 04:00:00 PM EST

Quote	Quote Status	Vendor Notified	Quote good until	PO	Vendor Attachments	Buyer Notes
	No Quote (view reason)		n/a	n/a		
	No Quote (view reason)		n/a	n/a		
	No Quote (view reason)		n/a	n/a		

Click on the RFQ number to return to the RFQ information page.

# Rigorous Clarity

[Send Q&As](#) [Forward RFQ](#) [Modify RFQ](#) [Cancel RFQ](#)

Selected vendor(s) were notified

RFQ ID	
RFQ917757	
RFQ Title	
PeopleSoft Staff Augmentation Services	
RFQ Status	
Open	
RFQ Issue Date	
12/09/2014 04:44:32 PM EST	
Line Items	
Mfr. part No/NSN/Item	Manufacture

**Description**  
This is to advise that New York State Statewide F...  
Schedule 70, Category 132 51. The New York Sta...  
Quotes, through GSAs eBay system, for obtaining...  
on a staff augmentation basis. The requested Peo...  
consultants. The Director and team of consultant...  
public sector. The solicitation will have 20% MWE

**Attached Documents:**  
SOW  
Attachment\_A\_-\_BID\_SUBMISSION\_INFORMATION.docx  
Attachment\_B\_-\_Bidder\_Signature\_Page\_and\_Procurement\_Lobbying\_Certification.docx  
Attachment\_C\_-\_Standard\_Contract\_Clauses.docx  
Attachment\_D\_-\_EEO\_100.docx  
Attachment\_E\_-\_NYS\_Required\_Certifications.docx  
Attachment\_F\_-\_Encouraging\_Use\_of\_NYS\_Business.docx  
Attachment\_G\_-\_Minimum Bidder Qualifications.docx  
Attachment\_H.1\_-\_Proposed Project Director.docx  
Attachment\_H.2\_-\_Proposed Solution Specialist.docx  
Attachment\_H.3\_-\_Proposed Senior Analyst.docx  
Attachment\_H.4\_-\_Proposed Senior Consultant.docx  
Attachment\_I\_-\_Bidder Experience and Qualifications.docx  
Attachment\_J\_-\_Requirements.docx  
Attachment\_K\_-\_Staff Management.docx  
Attachment\_L\_-\_Cost Proposal.xlsx  
Attachment\_M\_-\_RFQ Bid Submission Checklist.docx  
Attachment\_O\_-\_Task Order.docx  
Attachment\_P\_-\_EE1\_Tasks.docx  
Attachment\_Q\_-\_EE1\_Organization\_Chart.pdf

Click here to  
see all the  
notified  
vendors

Here you can  
see all the  
existing  
attachments.

# Rigorous Clarity



Click send Q&As, Upload the document(s) and submit it.

This will release the newly uploaded files to all the notified vendors as well as any vendors that have shown interest within the eBuy system.

Please remember any updated file needs to be uploaded along with the Q&A.

Consider whether the due date needs to be adjusted to reflect the changes.

# Online GSA Resources



# Online GSA Resources

- Cooperative Purchasing FAQ's <http://www.gsa.gov/portal/content/202313>
- GSA Contractor Listing <http://www.gsaelibrary.gsa.gov/ElibMain/contractsOnline.do?scheduleNumber=70&listFor=A>
- GSA SOW Library <http://www.gsa.gov/portal/content/195713>





Questions?

Contact the New York State 1122 Program Single  
Point of Contact!

[ny1122@ogs.ny.gov](mailto:ny1122@ogs.ny.gov)

[matthew.jones@ogs.ny.gov](mailto:matthew.jones@ogs.ny.gov)

(518) 474-4163