



**Office of  
General Services**

# **GSA eBuy RFQ Process**

## **The Tutorial**

**February 22, 2018**

**Please note:**

**THE EBUY SYSTEM IS JUST A TOOL**

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

# Within this Tutorial...

- Getting Your User ID
- Get Set! Step 1: Assign Category and Select Vendors
- Down to Details, Step 2: RFQ Information
- Polish & Publish, Step 3: Refinement & Release
- Rigorous Clarity, Step 4: Q&A
- Appendix: Online GSA Resources

# Are you ready? Getting your user ID

# Getting a User ID

- To begin, you must first have a user id issued by GSA.
- Open your browser and go to the eBuy welcome page.  
([https://www.ebuy.gsa.gov/advantage/ebuy/start\\_page.do](https://www.ebuy.gsa.gov/advantage/ebuy/start_page.do))
- Click on the red bullet to submit a request to register.

<a href="#">▶ All About e-Buy</a>	<a href="#">▶ e-Buy Training</a>
<p><b>Government Buyers</b> Please enter your GSA Advantage! Membership User ID and Password.</p> <p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="▶ Login"/></p> <p>▶ Register for a User ID and Password</p> <p>▶ I Forgot my User ID and/or Password.</p>	<p><b>GSA Contractors</b> Please enter your Contract number and Password as provided by the Vendor Support Center.</p> <p>Contract Number <input type="text"/> <small>(Example: GS99F9999F, V123P1234A, or GS00T07NSD1234)</small></p> <p>Password <input type="password"/></p> <p><input type="button" value="▶ Login"/></p> <p>▶ Forgot Your Password? 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>.</p>

# Getting a User ID

- Complete the member registration form (pictured at right).
- Please note that your user id is case sensitive!
- Click on the register button to submit your request.

## Member Registration

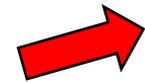
**Instructions:** Please complete the registration form below. This registration will act as your e-Buy an

In order to use e-Buy you must have a Government Purchase Card or AAC onfile in your GSA Advantage account. After verification you will receive an email verifying you are a Federal buyer with a .gov or .mil address. After verification

Note: If you have Javascript disabled on your browser, by-pass the bureau selection below and complete

Attention State and Local Government Users: please use the [State and Local Government User Registration](#)

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Phone:	<input type="text"/>		
Agency:	- Select an Agency - <input type="button" value="v"/>		
Bureau Code:	-- Select a Bureau -- <input type="button" value="v"/> <small>(if your bureau is not listed, please select the bureau that matches your agency)</small>		
E-mail Address:	<input type="text"/>		
Re-enter E-mail:	<input type="text"/>		
Zip Code:	<input type="text"/>	(ZIP code needed to determine pricing for your location) (ex. 22202 or 22202-1234)	
<b>⚠ Please write down your User ID, Password, and Password Hint below!</b>			
User ID:	<input type="text"/>	(ID must be at least six(6) characters long.)	
New Password:	<input type="text"/>	Enter <u>Case Sensitive</u> password that is at least 8 characters long. Password must	
Re-enter New Password:	<input type="text"/>		
Password Hint:	What is your mother's maiden name? <input type="button" value="v"/>	<input type="text"/>	
Would you like to receive e-Buy and GSA Advantage e-mail alerts? <input checked="" type="radio"/> Yes <input type="radio"/> No			
			<input type="button" value="Register"/>



# Getting a User ID

- You will then see the below message.
- Click send email to validate your government email address.

**V**erify Membership  
Wednesday, February 4, 2015

E-Buy is a system for U.S. government use only. In order to verify that you are U.S. government, we must perform an e-mail check. Click on "Send" below to send an e-mail message to your address (the one you registered with). The message will be sent immediately. Once you follow the steps given in the e-mail, the check is complete and you may then log-on and access e-Buy.

If you wish, you may instead go to [the Profile tab in GSA Advantage!](#) and enter a valid method of payment (government purchase card or Activity Address Code (AAC)). Once entered, you may access e-Buy.

Thank you.

**E-mail Address:** lynda.shoemaker@ogs.ny.gov

 Send Email



# Getting a User ID

- Access your Outlook and validate your email to proceed.

**V**erify Membership  
Wednesday, February 4, 2015



Information on how to validate your e-mail has been sent to lynda.shoemaker@ogs.ny.gov

▶ Back

# Get Set!

## Step 1: Assign Category and Select Vendors

# Setting up your RFQ

- Please note that you will not have the option to save your RFQ until you have reached the point where you attach a document.
- You can run through the next steps, make decisions, and come back when you are ready or fill in dummy information to save your current progress.

**(AS LONG AS YOU REMEMBER TO COMPLETE WITH REAL INFORMATION BEFORE RELEASE!)**

# Setting up your RFQ

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

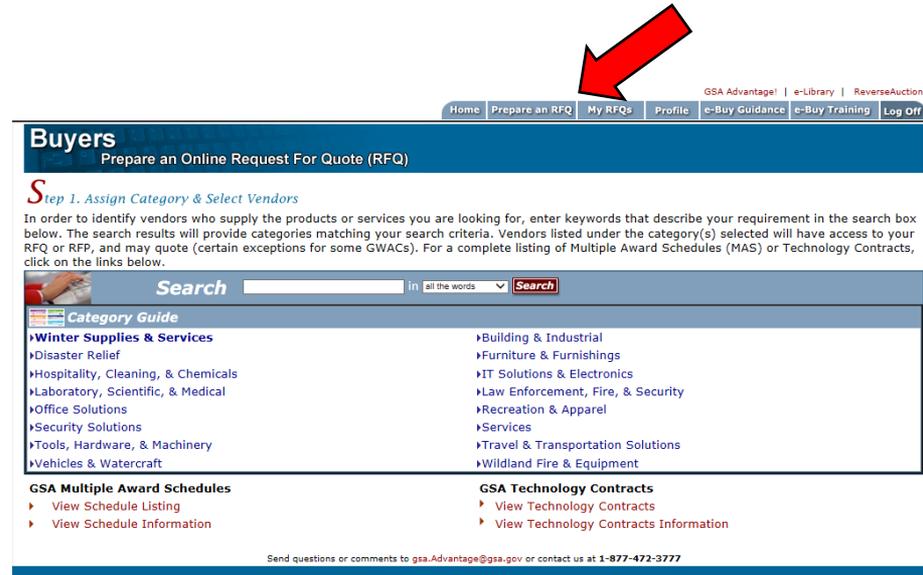
([https://www.ebuy.gsa.gov/advantage/ebuy/start\\_page.do](https://www.ebuy.gsa.gov/advantage/ebuy/start_page.do))

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

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

# 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 website interface. At the top, there are navigation tabs: 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 is the 'Buyers' section with the sub-header 'Prepare an Online Request For Quote (RFQ)'. The main content area includes a search bar with the text 'Search' and a dropdown menu set to 'all the words'. Below 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 of the page, there are links for 'GSA Multiple Award Schedules' and 'GSA Technology Contracts', each with sub-links for 'View Schedule Listing' and 'View Schedule Information' or 'View Technology Contracts' and 'View Technology Contracts Information'. A footer note says 'Send questions or comments to 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.

The screenshot shows the GSA eBuy website. At the top right, there are navigation links: "GSA Advantage! | e-Library | ReverseAuctions". Below that is a menu bar with "Home", "Prepare an RFQ", "My RFQs", "Profile", "e-Buy Guidance", "e-Buy Training", and "Log Off". The main content area is titled "Step 1. Assign Category & Select Vendors". It contains instructions: "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'." Below the instructions is a search box with a dropdown menu set to "all the words" and a "Find it!" button. At the bottom left of the content area, there is a link "View Federal Supply Schedule Listing" which is highlighted with a red arrow.

# 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

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.

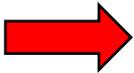
# Setting up your RFQ

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) Transponder 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 Transponder 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 Transponder Capacity includes all services necessary to allow the customer to use the transponder 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 transponder capacity; and required approvals (e.g., frequency clearances, landing rights). Host Nation Agreements (HNAs) will be priced separately when required. COMSATCOM Transponder 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 non-aviation, non-military Fixed Satellite Service and/or Mobile Satellite Service solutions, typically including shared or dedicated satellite resources, ancillary terrestrial components, and Contractor



# 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** 3272 contractors are available.

- ▶ 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

Select all vendors Display:

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"/>	NET 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
<b>132 51 Sub-categories</b>	
▶ Auto. Info. System Design & Integration	
▶ Automated News, Data and other Info. Services	
<b>CAD/CAM Services</b>	
▶ 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	
<a href="#">View all vendors</a>	

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

Select all vendors Display:  All  Sm  SB  No  all  dot  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:  

*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



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:

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		

# 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

## Step 2:

### 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"/> OPTIONAL - use as needed to assign an internal reference or control number to your RFQ. This number will appear to sellers.																												
<b>RFQ Title</b> (ex. Consulting services; Office supplies) <input type="text"/>																															
<b>Delivery:</b> (specify delivery expected) <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Deliver <input type="text"/> days After Receipt of Order (ARO) (Products)</li> <li><input type="radio"/> Date of Award to Date of Completion (Services)</li> <li><input type="radio"/> Period of performance: <input type="text"/> <input type="text"/> through <input type="text"/> <input type="text"/> <input type="text"/> (Services)</li> </ul>																															
<b>Line Items</b> (Enter specific line items below) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Mfr. Part/Item #</th> <th style="width: 25%;">Manufacturer</th> <th style="width: 25%;">Product/Service Name</th> <th style="width: 5%;">Qty</th> <th style="width: 5%;">Unit</th> <th style="width: 10%;">Ship Address</th> <th style="width: 5%;">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"/>	(1)	<a href="#">Change</a>	<input type="text"/>	(1)	<a href="#">Change</a>	<input type="text"/>	(1)	<a href="#">Change</a>												
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>																									
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<input type="button" value="Add Additional Items"/>																															

# 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**   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"/>	(1)	<a href="#">Change</a>				
<input type="text"/>	(1)	<a href="#">Change</a>				
<input type="text"/>	(1)	<a href="#">Change</a>				

[Add Additional Items](#)

# Down to Details

Complete this box with the Title of your RFQ.

**RFQ ID**  
RFQ956968

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

**Reference**  
OPTIONAL - use appear to seller

**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"/>	(1)	<a href="#">Change</a>				
<input type="text"/>	(1)	<a href="#">Change</a>				
<input type="text"/>	(1)	<a href="#">Change</a>				

[Add Additional Items](#)

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			(1)	Change
<input type="text"/>	(1)	Change				
<input type="text"/>	(1)	Change				
<input type="text"/>	(1)	Change				

**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.

GSA eBuy 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"/>

**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).

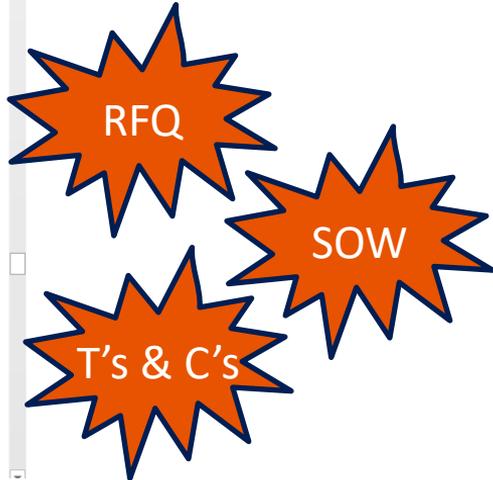
No documents attached

### Attach additional documentation:

<b>Step 1</b> - Select a document for upload	C:\Users\stjockm\Desktop\binder side.pptx <input type="button" value="Browse..."/>
<b>Step 2</b> - Enter a <i>new</i> name for the document	<input type="text"/> (optional)
<b>Step 3</b> - Click to upload the document	<input type="button" value="Upload The File"/>

[Go Back to RFQ Basic Info](#)

Select the desired document and click Open.



# Down to Details

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

**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* 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\Widget RFQ.docx <input data-bbox="1014 556 1081 573" type="button" value="Browse..."/>
Step 2 - Enter a <i>new</i> name for the document	<input type="text" value="Widget RFQ"/> (optional)
Step 3 - Click to upload the document	<input data-bbox="502 627 618 649" type="button" value="Upload The File"/>

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](#)

Select Go Back to RFQ Basic Info when done uploading.

Congratulations!

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

# 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

# Down to Details

## Profile - 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:   
Phone:  commercial, no alphas  
E-mail:

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

Individual Receiving Shipment

Name:   
Phone:  commercial, no alphas  
E-mail:

▶ 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

Agency

Address Line 1

Address Line 2   
*(optional)*

City

State

Zip Code  (ex. 22202 or 22202-1234)

**Individual Receiving Shipment**

Name:

Phone:  *commercial, no alphas*

E-mail:

# 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  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"/>	(1)	<a href="#">Change</a>				
<input type="text"/>	(1)	<a href="#">Change</a>				
<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](#)

# Down to Details

The eBuy system may present a warning at this time.

## 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".

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](#)



# Down to Details

GSA eBuy GSA Advantage! | e-Library | ReverseAuctions

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 cancel the RFQ, click the 'Back' button. 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!**

RFQ ID	Reference #
RFQ957186	
RFQ Title	Deliver
WIDGETS	
<b>Line Items</b>	
Mfr. part No/NSN/Item	Manufact
Qty	
Unit	
<b>Description</b>	
WIDGETS	
<b>Attached Documents:</b>	
Widget RFQ	
<b>Shipping Address</b>	
<b>(1) ITS:</b>	
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	

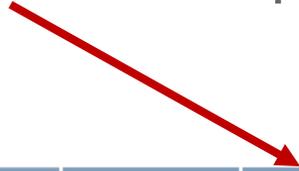
**Congratulations! You can finally save your draft solicitation!**

**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.**

# 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.



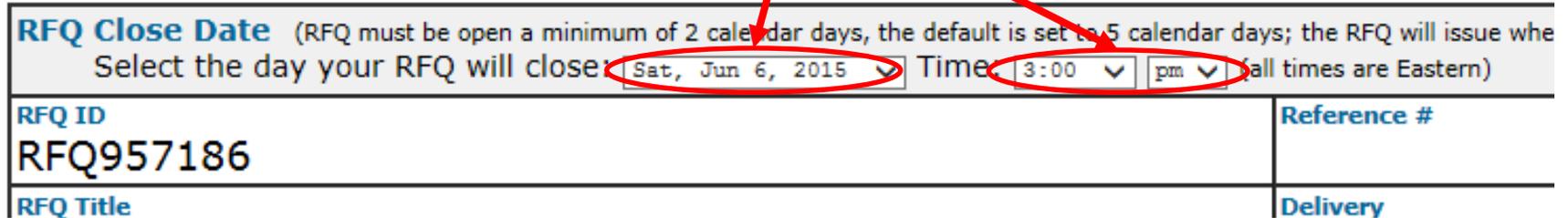
The screenshot shows the GSA eBuy interface. At the top left is the 'GSA eBuy' logo. To the right is a navigation menu with tabs: 'Home', 'Prepare an RFQ', 'My RFQs', 'Profile', 'e-Buy Guidance', 'e-Buy Training', and 'Log Off'. Above the 'My RFQs' tab, there are links for 'GSA Advantage!', 'e-Library', and 'ReverseAuctions'. The main content area displays a confirmation message: 'RFQ957186 has been 'Saved as a Draft' to MY RFQs.' Below this message is a note: 'Note: The RFQ has not been issued.' There are two buttons: 'Forward RFQ' in the top right and 'Continue' in the bottom left.

# Polish & Publish

## Step 3: 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.



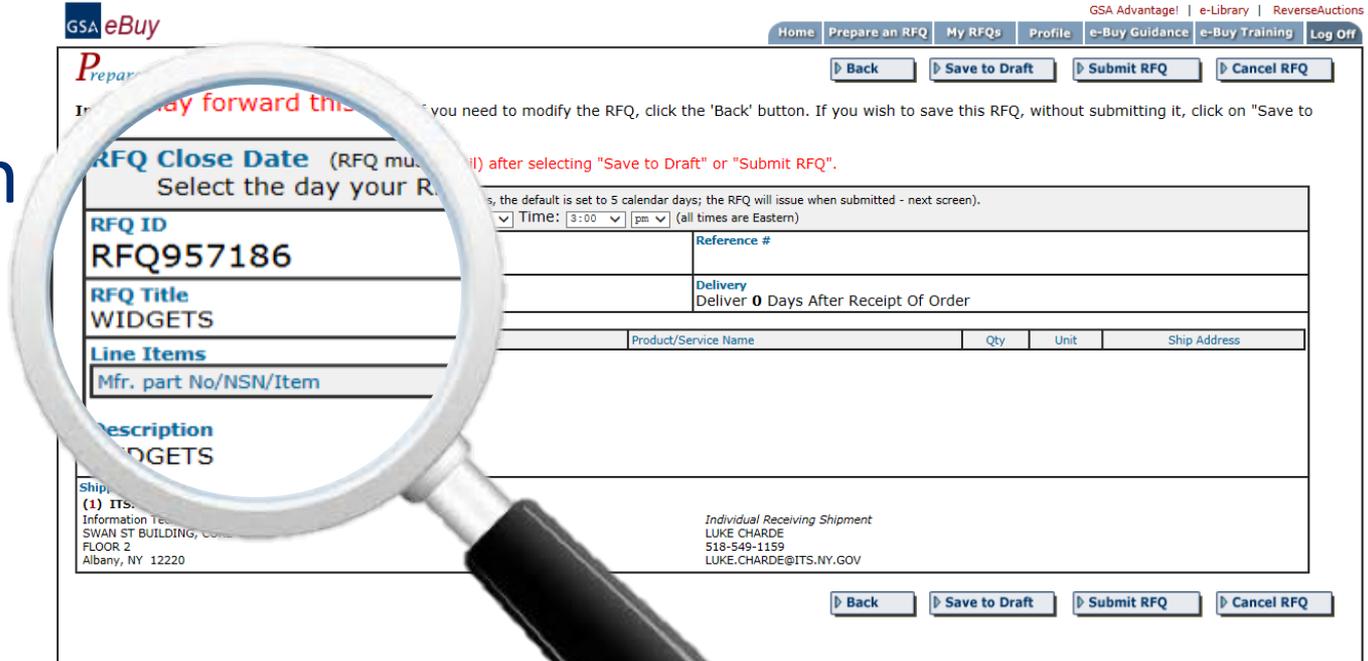
**RFQ Close Date** (RFQ must be open a minimum of 2 calendar days, the default is set to 5 calendar days; the RFQ will issue when  
Select the day your RFQ will close:  Time:   (all times are Eastern)

<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 'Prepare RFQ' page on the GSA eBuy website. A magnifying glass is positioned over the 'RFQ ID' field, which contains the value 'RFQ957186'. The page includes a navigation bar with links for Home, Prepare an RFQ, My RFQs, Profile, e-Buy Guidance, e-Buy Training, and Log Off. Below the navigation bar are buttons for Back, Save to Draft, Submit RFQ, and Cancel RFQ. The main content area contains a form with the following fields:

- RFQ Close Date** (RFQ must be closed after selecting "Save to Draft" or "Submit RFQ"). Select the day your RFQ will close.
- RFQ ID**: RFQ957186
- RFQ Title**: WIDGETS
- Line Items**: Mfr. part No/NSN/Item
- Description**: WIDGETS
- Reference #**
- Delivery**: Deliver 0 Days After Receipt Of Order
- Product/Service Name**, **Qty**, **Unit**, **Ship Address**
- Shipping Information**: (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

At the bottom of the form are buttons for Back, Save to Draft, Submit RFQ, and Cancel RFQ.

# Polish & Publish



## Prepare RFQ - Review

▶ Back ▶ Save to Draft ▶ **Submit RFQ** ▶ Cancel RFQ

**Instructions:** Please review your RFQ below. 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".

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

<b>RFQ Close Date</b> (RFQ must be open a minimum of 14 days before the close date) Select the day your RFQ will close: <input type="text" value="Wed,"/>	
<b>RFQ ID</b> RFQ957186	
<b>RFQ Title</b> WIDGETS	
<b>Line Items</b>	
Mfr. part No/NSN/Item	Qty Unit Ship Address
<b>Description</b> WIDGETS	
<b>Attached Documents:</b>  Widget RFQ	
<b>Shipping Address</b> <b>(1) ITS:</b> Information Technology Services SWAN ST BUILDING, CORE 4 FLOOR 2 Albany, NY 12220	<i>Individual Receiving Shipment</i> LUKE CHARDE 518-549-1159 LUKE.CHARDE@ITS.NY.GOV

Once the solicitation is complete and ready to be sent to the vendors, click Submit RFQ to publish your RFQ.

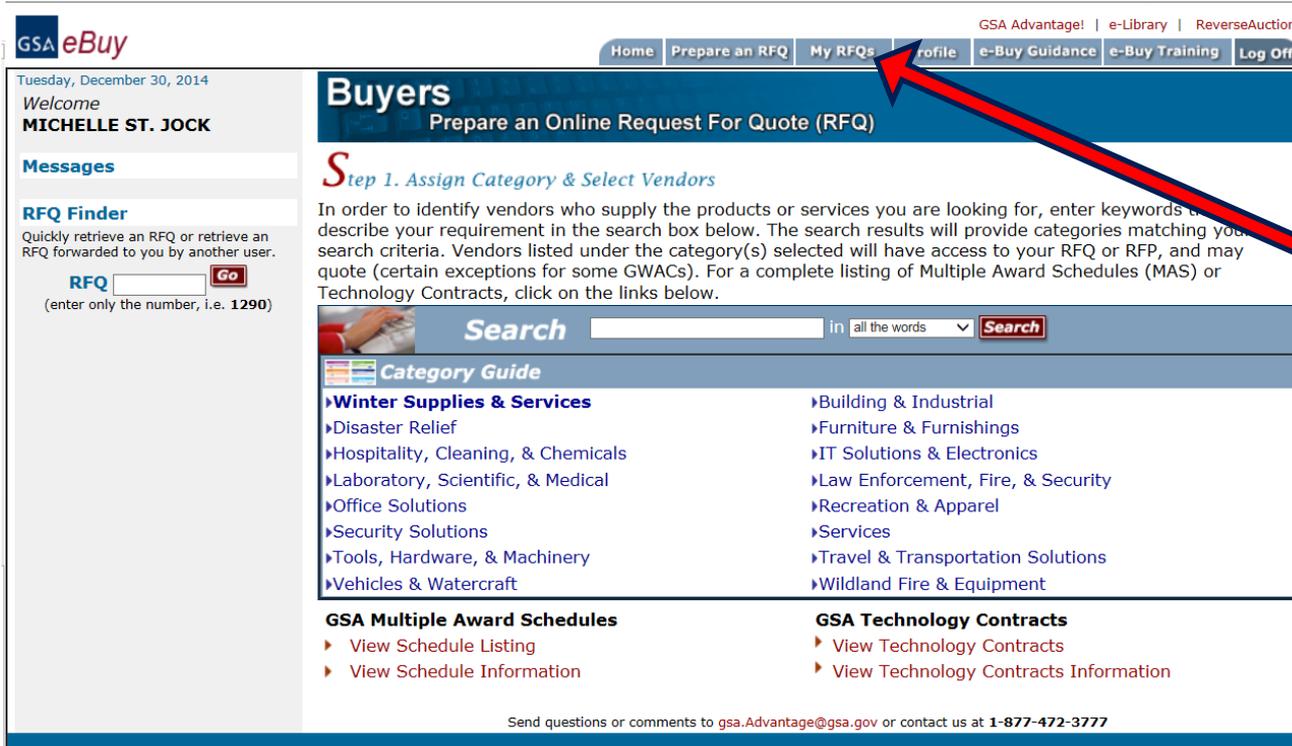
▶ Back ▶ Save to Draft ▶ **Submit RFQ** ▶ Cancel RFQ

# Rigorous Clarity

## Step 4:

## Q&A

# Rigorous Clarity



The screenshot shows the GSA eBuy website interface. At the top, there is a navigation bar with links: Home, Prepare an RFQ, My RFQs, Profile, e-Buy Guidance, e-Buy Training, and Log Off. A red arrow points to the 'My RFQs' link. Below the navigation bar, the main heading is 'Buyers' with the sub-heading 'Prepare an Online Request For Quote (RFQ)'. The content area is titled 'Step 1. Assign Category & Select Vendors' and includes a search box with a 'Search' button. Below the search box is a 'Category Guide' section with two columns of links. At the bottom, there are links for 'GSA Multiple Award Schedules' and 'GSA Technology Contracts'. The footer contains contact information: '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 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.

## 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 will then try to evaluate and respond to each quote within 15 days.

To send the RFQ to another person, click on "Forward RFQ" in 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

<b>RFQ ID</b>	<b>RFQ917757</b>
<b>RFQ Title</b>	PeopleSoft Staff Augmentation Services
<b>RFQ Status</b>	Open
<b>RFQ Issue Date</b>	12/09/2014 04:44:32 PM EST
<b>Line Items</b>	Mfr. part No/NSN/Item
<b>Description</b>	This is to advise that New York State Statewide Finance Schedule 70, Category 132 51. The New York State Finance Department is soliciting quotes, through GSAs eBuy system, for obtaining on a staff augmentation basis. The requested PeopleSoft consultants. The Director and team of consultant public sector. The solicitation will have 20% MWE
<b>Attached Documents:</b>	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>