



**U.S.ARMY**



# SERVICES

# Request for Proposal

## (RFP) Tutorial

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**CHESS**

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# Introduction



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



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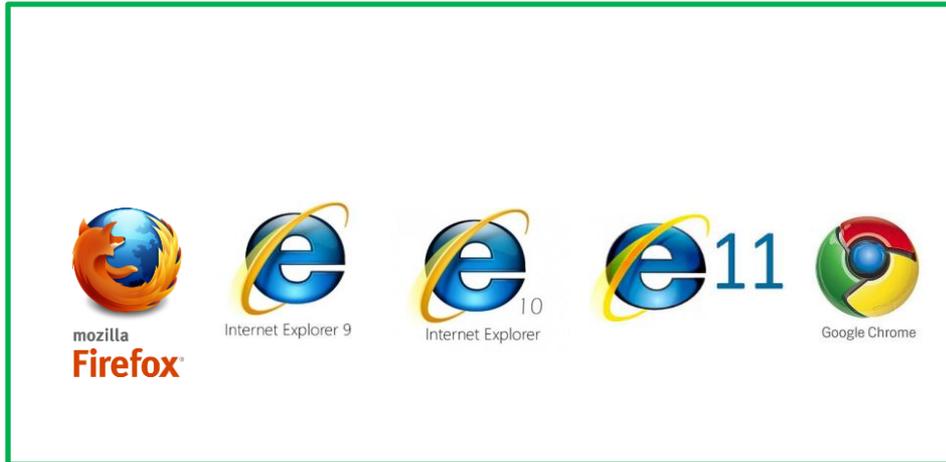
# Browser Requirements



## Please NOTE:

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

### Recommended



### Not Recommended





# The RFP Process



# Step 1 - Register



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

**Click "Register" at the top right section of the CHESSE IT e-mart.**

U.S. ARMY

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

Hardware Software Services RFx Consolidated Buy Resources About CHESSE

Search

U.S. ARMY

U.S. ARMY

CHESSE Mission Statement

that are specified in the link below.

Be the Primary Source to support the Warfighter's information dominance objectives by developing, implementing and contracts that provide enterprise-wide net-centric hardware, software and support services for the Army.

Stop



# Step 2 – Create an Account



## Create An Account

### Account Instructions

Use the form below to create a new account. Without an enterprise e-mail address, you will not be able to utilize the CAC logon functionality. If you have an enterprise e-mail address, please register with that address.

Passwords are required to be a minimum of 15 characters in length. In addition, each password must contain:

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

### New Account

Title	- Select -		
First Name	<input type="text"/>	Last Name	<input type="text"/>
Email Address	<input type="text"/>		
Password	<input type="text"/>	None	
Confirm Password	<input type="text"/>	None	
Address 1	<input type="text"/>	Address 2	<input type="text"/>
City	<input type="text"/>	Country	UNITED STATES
State	- Select -	ZipCode	<input type="text"/> - <input type="text"/>
Commercial Phone	<input type="text"/> (201) 555-0123 ext. <input type="text"/>	DSN Phone	<input type="text"/> (201) 555-0123
Fax Number	<input type="text"/> (201) 555-0123		
Activity	- Select -		
Service or Agency	- Select -		
Major Command	<input type="text"/>		

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

**Fill out the form with your email address and select "Register"**

Register



## Step 3 - Login



- If you are not automatically logged-in with your CAC, you will need to login in order to gain access to certain pages and tools.

Click "Login"

The screenshot shows the ARMY CHES ITE-MART website. The top navigation bar includes a search box and a "Login | Register" link circled in red. A yellow warning sign is overlaid on the main content area. The main content area features a "CHES Mission Statement" section with a "Stop" button.



## Step 3 - Login (cont'd)

You will need to login to access the RFP process.

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

Login

Account E-mail:  
tricia.a.shelley.ctr@mail.mil

Ignore certificate

Recover Password

Register if you don't have an account.

Login

Click "Login"

Your name and last login will appear in the top-right corner of the IT e-mart

Report a Bug | My Account | Logout

Welcome: Tricia Shelley (CHESS)  
Last Login: 11/21/2017 8:22 AM EST  
Admin Tools | Session Expiration: 14:18

Search



# Step 4 - Access the RFP Tool



The screenshot shows the CHESSE IT E-MART website interface. At the top left is the logo for ARMY CHESSE IT E-MART, described as "Army's Designated Primary Source for commercial IT". At the top right, a user is logged in as Tricia Shelley (CHESSE), with a last login of 12/1/2017 12:43 PM EST and a session expiration of 14:57. The main navigation menu includes "My Links", "Hardware", "Software", "Services", "RFX", "Consolidated Buy", "Resources", and "About CHESSE". A search bar is located on the right. The "RFX" menu item is circled in red, and a dropdown menu is open, listing "Request for Quote", "Request for Proposal", "Request for Information", "Reverse Auction", and "Statement of Non-Availability". A red arrow points from a yellow callout box to the "RFX" menu item. The callout box contains the text: "Hover over 'RFX' on the Main Menu then click 'Request for Proposal'". Below the navigation menu, there is a large banner area with a silhouette of a soldier wearing a helmet. On the right side of the banner is a large yellow warning sign with a black exclamation mark. Below the banner, there is a section titled "Panasonic Toughpad Battery Recall" with a link to a support page: <http://business.panasonic.com/support-computer-tablets-product-recalls>. At the bottom of the banner area, there are several small circular indicators and the word "Stop".



# Step 5 - Create an RFP



## Request For Proposal

RFP - Services + 10

Ref #	Name	Created	Due	Actions	Responses	Transfer
261037	Test Case 10066: Details - Cancel Draft	2019-09-05 12:15	2019-10-11 (12:00 ET)	<input type="button" value="Details"/>	0/135	<input type="checkbox"/>

**Filters**

- Open (1)
- Pending Review (35)
- Responded (106)
- Expired (111)
- Cancelled (42)
- Draft (12)

**Actions**

- Create
- Transfer

**Reports**

- Bidding Rate Report

To create an RFP from any RFx page, proceed to the left-hand menu and select "Create".



# Step 6 - Select Task Order Category



## Create Request For Proposal

RFI - Information ▾ RFQ - Hardware\Software ▾ RFP - Services ▾ Reverse Auction - Hardware\Software ▾ Bidding Rate Report

### Task Order Category

- Select -
- Business Process Reengineering (BPR)
- Cloud Hosting
- Cyber Security Services
- Electronic Product Environmental Assessment Tool (EPEAT)
- Enterprise Design, Integration and Consolidation
- Independent Verification & Validation (IV&V)
- Information Assurance
- Information Systems Security
- Internet Protocol version 6 (IPv6) Engineering Services
- IT Education & Training
- IT Services
- IT Supply Chain Management
- Migration/Integration IT Services
- Mobile Cloud Hosting
- Modernization
- Network Support
- Network/Systems Operation & Maintenance
- Program/Project Management Support
- Telecommunications/Systems Operation and Maintenance
- Transition Support
- Warranty and Maintenance

Select a Task Order from the drop down menu

### Request Name

Title of the Request

### Agency and Activity

- Select - ▾ - Select - ▾



# Step 7 - Select Type of Request



## Create Request For Proposal

RFI - Information ▾ RFQ - Hardware\Software ▾ RFP - Services ▾ Reverse Auction - Hardware\Software ▾ Bidding Rate Report

### Task Order Category

- Select - ▾

### Programs:

- Select -  
ACCENT  
ITES-3S  
ITS-SB

Select either ACCENT,  
ITES-3S or ITS-SB from  
the drop down menu

### Request Name

Title of the Request

### Agency and Activity

- Select - ▾

- Select - ▾

### Installation

- Select - ▾

### Task Order Type

- Select - ▾

### Estimated Task Order Value (including options)

0.00



# Step 8 - Select Vendors



## Create Request For Proposal

RFI - Information ▾ RFQ - Hardware\Software ▾ RFP - Services ▾ Reverse Auction - Hardware\Software ▾ Bidding Rate Report

### Task Order Category

- Select - ▾

### Programs:

- Select - ▾

### Vendors:

- W52P1J-18-D-A136 : FEDPRO, LLC
- W52P1J-18-D-A136 : CKA, LLC
- W52P1J-18-D-A137 : Northrop Grumman
- W52P1J-18-D-A138 : CACI ISS, Inc.
- W52P1J-18-D-A139 : TekSynap Corporation
- W52P1J-18-D-A140 : Ace Info Solutions, Inc

Clear Select All

Note: You must select either one or all.

Is this a small business set aside?

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



# Step 9 - Enter Requirement



## Requestor Role

Contract Specialist

## Acquisition Title/Subject

Title of the Request

**(1) Name the RFP**

## Agency and Activity

- Select -

- Select -

**(2) Select your Agency & Activity**

## Installation

- Select -

## Description

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

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

Characters left: 4000



# Step 10 - Add Attachments



Notice: Please ensure uploaded attachments DO NOT contain vendor proprietary information (competitor pricing, discounts, etc.). This is unfair competition. Instances of this will be reported to the CHESSE Product Officer (PO).

## Attachments

You may upload with a maximum file size of 5 megabytes (MB) per file. Only the following file types will be accepted: **Adobe Acrobat PDF (.pdf)** **Excel (.xls & .xlsx)** **TIFF Files (.tif)** **Word (.doc & .docx)**

	Browse...	Clear

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

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



# Step 11 - Dates



## Dates

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

9/13/2019

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

9/25/2019

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

Hour(s): 12 Minute(s): 00 ET (ALL TIMES EASTERN)

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



### Date Time Frames

**Acknowledge Expected Date: 2 Days**

**Response Expected Date: 3 Days**

**Due Date: 10 Days**

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

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



# Step 12 - POC, Questions & Submit RFP



## Contact Information

### Submitting POC:

Name:	Tricia Shelley
Email Address:	tricia.a.shelley.ctr@mail.mil
Requestor Role:	Contract Specialist <input type="checkbox"/>

### Customer POC:

First Name:	Tricia
Last Name:	Shelley
Commercial Phone:	7038069087
Email address:	tricia.a.shelley.ctr@mail.mil
Customer POC Role:	Contract Specialist <input type="checkbox"/>
Organization:	<input checked="" type="radio"/> Army <input type="radio"/> Non-Army
<small>(Select one from this list. Use "OTHER" if unknown or not found in the list)</small> <input type="checkbox"/>	

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

**Answer basic Contracting questions regarding this requirement.**

## Enter Details About Your Proposal Request

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

**Click to submit RFP**



# View of successfully submitted RFP



My Links Hardware Software Services RFX Consolidated Buy Resources About CHES

All Search

## Request For Proposal

RFP - Services 10

Search... Search

Ref #	Name	Created	Due	Actions	Responses	Transfer
261316	Security Updates	2019-09-11 12:54	2019-09-25 (12:00 ET)	Details Cancel Share	0/135	<input type="checkbox"/>
261315	Maintenance Required	2019-09-11 12:53	2019-09-25 (12:00 ET)	Details Cancel Share	0/135	<input type="checkbox"/>
261314	Testing RFP 10033	2019-09-11 12:40	2019-09-25 (12:00 ET)	Details Cancel Share	0/135	<input type="checkbox"/>
261006	Test Case 640: Create Draft	2019-09-05 12:14	2019-09-09 (13:00 ET)	Details	0/135	<input type="checkbox"/>
261007	Test Case 644: Edit Draft	2019-09-05 12:14	2019-11-08 (13:00 ET)	Details	0/85	<input type="checkbox"/>
260894	Testing Retest 17283 - duplicate 5/21	2019-09-05 12:11	2019-09-09 (11:00 ET)	Details	0/135	<input type="checkbox"/>
			2019-09-13 (10:00 ET)	Details	0/135	<input type="checkbox"/>
			2019-10-04 (10:00 ET)	Details	0/85	<input type="checkbox"/>
			2019-09-06 (11:00 ET)	Details	0/135	<input type="checkbox"/>

**Filters:** Open (1), Pending Review (5), Responder (106), Expired (111), Cancelled (42), Draft (12)

**Actions:** Create, Transfer

**Reports:** Bidding Rate Report

Once your RFP is submitted click on "Pending Review" to view. The RFP will be sent to either the CHES Gate Keeper or the Army Application Migration Business Office (AAMBO) depending on the contract vehicle selected. Upon review, your RFP will either be released to the vendor(s) for action "Open" or administratively canceled.

**NOTE:** RFP's will not be visible to the vendors until the gatekeeper accepts the RFP submission



# View of successfully submitted RFP



My Links ▾ Hardware ▾ Software ▾ Services ▾ RFX ▾ Consolidated Buy ▾ Resources ▾ About CHESSE ▾

All ▾ Search

## Request For Proposal

RFP - Services ▾ +

10 ▾

Ref #	Name	Created	Due	Actions	Responses	Transfer
261316	Security Updates	2019-09-11 12:54	2019-09-25 (12:00 ET)	<input type="button" value="Details"/> <input type="button" value="Cancel"/> <input type="button" value="Share"/>	0/135	<input type="checkbox"/>
261315	Maintenance Required	2019-09-11 12:53	2019-09-25 (12:00 ET)	<input type="button" value="Details"/> <input type="button" value="Cancel"/> <input type="button" value="Share"/>	0/135	<input type="checkbox"/>
261314	Testing RFP 10033	2019-09-11 12:40	2019-09-25 (12:00 ET)	<input type="button" value="Details"/> <input type="button" value="Cancel"/> <input type="button" value="Share"/>	0/135	<input type="checkbox"/>
261006	Test Case 640: Create Draft	2019-09-05 12:14	2019-09-09 (13:00 ET)	<input type="button" value="Details"/>	0/135	<input type="checkbox"/>
261007	Test Case 641: Edit Draft	2019-09-05 12:14	2019-11-08 (13:00 ET)	<input type="button" value="Details"/>	0/85	<input type="checkbox"/>
260894	Testing Retest 17283 - duplicate 5/21	2019-09-05 12:11	2019-09-09 (11:00 ET)	<input type="button" value="Details"/>	0/135	<input type="checkbox"/>
260618	Testing RFP Draft Creation	2019-09-05 12:09	2019-09-13 (10:00 ET)	<input type="button" value="Details"/>	0/135	<input type="checkbox"/>
260699	Testing RFP Draft	2019-09-05 12:09	2019-10-04 (10:00 ET)	<input type="button" value="Details"/>	0/85	<input type="checkbox"/>
261472	Testing PEO EIS28S Draft	2019-09-05 10:55	2019-09-05 (14:00 ET)	<input type="button" value="Details"/>	0/135	<input type="checkbox"/>

**Filters**

- Open (1)
- Pending Review (35)
- Responded (106)
- Expired (111)
- Cancelled (42)
- Draft (12)

**Actions**

- Create
- Transfer

**Reports**

- Bidding Rate Report

Once your RFP is submitted and approved your screen will look like this. The RFP index will show your recently submitted RFP at the top 9 of the index.

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



# View of successfully submitted RFP



Click "Details" button to the RFP line item you would like to expand for a detailed view

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

RFI / RFP / User / RFP / RFx Index / RFP

My Links Hardware Software

### Request For Proposal

RFP - Services 10

**Filters**

- Open (3)
- Pending Review (10)
- Responded (79)**
- Expired (135)
- Cancelled (50)
- Draft (16)

**Actions**

- Create
- Transfer

**Reports**

- Bidding Rate Report

**RFP - #261500 - Testing REtest 19939**

Original Details Responses

**General Information**

Ref #	261500	Version (Amendments)	(Original)
Status	Responded	Last Updated	10/4/2019
Created On	10/4/2019	RFP Closing Date	10/18/2019 15:00 ET
Acknowledgment Expected	10/8/2019		
Program	ITES-3S		
Task Order Category	Business Process Reengineering (BPR)	Task Order Type	Cost - Cost Type Contract (CT)
Request Name	Testing REtest 19939		
Description	text		
Small Business Set Aside?	No		
Socio-Economic Classification?			
Agency	COAST GUARD		
Activitv			

View All Details Print Transfer Close

Actions	Responses	Transfer
Details	1/135	<input type="checkbox"/>
Details	2/135	<input type="checkbox"/>
Details	1/85	<input type="checkbox"/>
Details	1/135	<input type="checkbox"/>
Details	1/135	<input type="checkbox"/>
Details	1/85	<input type="checkbox"/>
Details	1/135	<input type="checkbox"/>
Details	2/135	<input type="checkbox"/>
Details	2/135	<input type="checkbox"/>
Details	1/135	<input type="checkbox"/>

1 2 3 4 5 Next > Last >>



# The RFP Process After Submission



- The Contracting Officer or Contract Specialist RFP submission will be sent to either the CHES Gate Keeper or the Army Application Migration Business Office (AAMBO). Upon review, your RFP will either be released to the vendor(s) for action “Open” or administratively canceled.
- Once approved the Contracting Officer or Contract Specialist and vendor will receive an RFP notification via email from the CHES IT e-mart.
- The vendor responds to the RFP.
- The Contracting Officer or Contract Specialist receives email notification that RFP responses have been posted to their RFP Manager.
- The Contracting Officer or Contract Specialist logs back into the RFP Manager to view responses.



# Email to Contracting Officer or Contract Specialist



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

Dear Tricia Shelley,

You have just successfully submitted a new Request for Proposal (RFP) through the CHESSE IT e-mart. Details of your request are below:

Title: Testing RFP  
Program: ITES-2S  
Reference Number: 206222  
Description: Testing RFP  
Date Created: 1/3/2018  
Customer Required By Date: 1/10/2018  
Vendors Selected: Apptis Inc.  
IBM  
Leidos  
Northrop Grumman  
NCI Information Systems  
Dell Federal Systems  
CSRA LLC  
HP Enterprise Services  
BAE  
STG, Inc.  
Booz Allen Hamilton, Inc.  
CACI ISS, Inc.  
SAIC  
General Dynamics  
Pragmatics, Inc.  
Harris IT Services Corporation

You may also view the details of your Request by logging into the Request Tool.

Please check the Request Tool regularly to see if you have received any responses from the vendors.

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

This email was generated automatically. DO NOT REPLY. Questions should be directed to the CHESSE Customer Support Team at: [armychess@mail.mil](mailto:armychess@mail.mil) or (888) 232-4405.

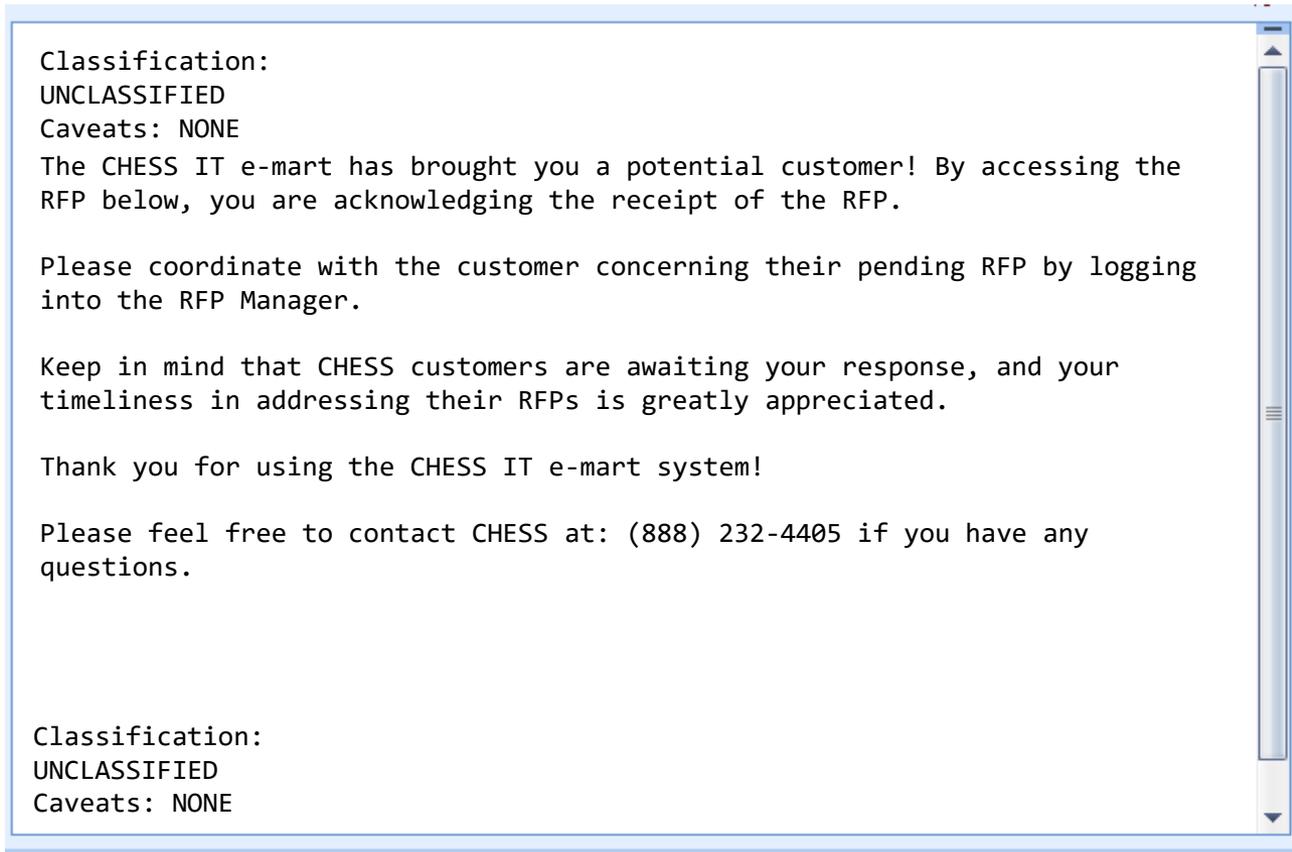
PLEASE NOTE THIS IS PROPRIETARY INFORMATION AND SHOULD NOT BE SHARED WITH OTHER VENDORS.



# Email to Vendor(s)



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





# Creating a Draft RFP



# Step 1 - Save as Draft



## Contact Information

### Submitting POC:

Name:	Tricia Shelley
Email Address:	tricia.a.shelley_ctr@mail.mil
Requestor Role:	Contract Specialist <input checked="" type="checkbox"/>

### Customer POC:

First Name:	Tricia
Last Name:	Shelley
Commercial Phone:	7038069087
Email address:	tricia.a.shelley_ctr@mail.mil
Customer POC Role:	Contract Specialist <input checked="" type="checkbox"/>
Organization:	<input checked="" type="radio"/> Army <input type="radio"/> Non-Army
(Select one from this list. Use "OTHER" if unknown or not found in the list) <input type="checkbox"/>	

## Enter Details About Your Proposal Request

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

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

Submit **Save As Draft** Cancel



# Step 2 - View RFP Drafts



## List of Draft Requests

RFP - Services + 10 Search... Search

Ref #	Name	Created	Due	Actions	Responses	Transfer
261495	Testing ITES-3S LB Draft Creation	2019-10-04 (12:29 ET)	2019-10-18 (12:00 ET)	Details Edit Delete	0/135	<input type="checkbox"/>
261405	Testing RFI Create	2019-09-25 (14:10 ET)	2019-10-18 (15:55 ET)	Details Edit Delete	0/135	<input type="checkbox"/>
261402	Testing RFP Draft Create	2019-09-25 (14:07 ET)	2019-10-09 (14:00 ET)	Details Edit Delete	0/135	<input type="checkbox"/>
261388	Testing SB SA SEC Draft Creation from SRV PROco	2019-09-20 (14:41 ET)	2019-10-04 (14:40 ET)	Details Edit Delete	0/135	<input type="checkbox"/>
261386	Testing SB RFP Draft Creation from SRV PROco	2019-09-20 (14:38 ET)	2019-10-04 (14:00 ET)	Details Edit Delete	0/85	<input type="checkbox"/>
261384	Testing LRG Business Draft Creation from SRV PROco	2019-09-20 (14:35 ET)	2019-10-04 (14:00 ET)	Details Edit Delete	0/135	<input type="checkbox"/>
261330	Testing the zero badge display on Draft	2019-09-12 (09:52 ET)	2019-09-26 (09:00 ET)	Details Edit Delete	0/135	<input type="checkbox"/>
261269	(DRAFT) ITES3S (BPR) with SB HubZone- Due on 9/4/2019	2019-08-26 (16:46 ET)	2019-09-04 (16:00 ET)	Details Edit Delete	0/4	<input type="checkbox"/>
260933	ITES3S 8a IT Education & Training	2019-05-22 (14:14 ET)	2019-06-05 (13:55 ET)	Details Edit Delete	0/11	<input type="checkbox"/>
260918	ITES3S WOSB	2019-05-21 (12:06 ET)	2019-06-04 (12:00 ET)	Details Edit Delete	0/28	<input type="checkbox"/>

**Filters:** Open (3), Pending Review (10), Responded (79), Expired (135), Canceled (50), **Draft (16)**

**Actions:** Create, Transfer

**Reports:** Bidding Rate Report

**Transfer**

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



# Step 2 - View RFP Drafts continued



## List of Draft Requests

RFP - Services + 10 Search... Search

Ref #	Name	Created	Due	Actions	Responses	Transfer
261495	Testing ITES-3S LB Draft Creation	2019-10-04 (12:29 ET)	2019-10-18 (12:00 ET)	Details Edit Delete	0/135	<input type="checkbox"/>
261405	Testing RFI Create	2019-09-25 (14:10 ET)	2019-10-18 (15:55 ET)	Details Edit Delete	0/135	<input type="checkbox"/>
261402	Testing RFP Draft Create	2019-09-25 (14:07 ET)	2019-10-09 (14:00 ET)	Details Edit Delete	0/135	<input type="checkbox"/>
261388	Testing SBSA SEC Draft Creation from SRV PROco	2019-09-20 (14:41 ET)	2019-10-04 (14:40 ET)	Details Edit Delete	0/135	<input type="checkbox"/>
261386	Testing SB RFP Draft Creation from SRV PROco	2019-09-20 (14:38 ET)	2019-10-04 (14:00 ET)	Details Edit Delete	0/85	<input type="checkbox"/>
261384	Testing LRG Business Draft Creation from SRV PROco	2019-09-20 (14:35 ET)	2019-10-04 (14:00 ET)	Details Edit Delete	0/135	<input type="checkbox"/>
261330	Testing the zero badge display on Draft	2019-09-12 (09:52 ET)	2019-09-26 (09:00 ET)	Details Edit Delete	0/135	<input type="checkbox"/>
261269	(DRAFT) ITES3S (BPR) with SB HubZone- Due on 9/4/2019	2019-08-26 (16:46 ET)	2019-09-04 (16:00 ET)	Details Edit Delete	0/4	<input type="checkbox"/>
260933	ITES3S 8a IT Education & Training	2019-05-22 (14:14 ET)	2019-06-05 (13:55 ET)	Details Edit Delete	0/11	<input type="checkbox"/>
260918	ITES3S WOSB	2019-05-21 (12:06 ET)	2019-06-04 (12:00 ET)	Details Edit Delete	0/28	<input type="checkbox"/>

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



# Step 3 - Edit Draft



## List of Draft Requests

RFP - Services + 10 Search... Search

Ref #	Name	Created	Due	Actions	Responses	Transfer
261495	Testing ITES-3S LB Draft Creation	2019-10-04 (12:29 ET)	2019-10-18 (12:00 ET)	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>	0/135	<input type="checkbox"/>
261405	Testing RFI Create	2019-09-25 (14:10 ET)	2019-10-18 (15:55 ET)	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>	0/135	<input type="checkbox"/>
261402	Testing RFP Draft Create	2019-09-25 (14:07 ET)	2019-10-09 (14:00 ET)	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>	0/135	<input type="checkbox"/>
261388	Testing SBSA SEC Draft Creation from SRV PROco	2019-09-20 (14:41 ET)	2019-10-04 (14:40 ET)	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>	0/135	<input type="checkbox"/>
261386	Testing SB RFP Draft Creation from SRV PROco	2019-09-20 (14:38 ET)	2019-10-04 (14:00 ET)	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>	0/85	<input type="checkbox"/>
261384	Testing LRG Business Draft Creation from SRV PROco	2019-09-20 (14:35 ET)	2019-10-04 (14:00 ET)	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>	0/135	<input type="checkbox"/>
261330	Testing the zero badge display on Draft	2019-09-12 (09:52 ET)	2019-09-26 (09:00 ET)	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>	0/135	<input type="checkbox"/>
261269	(DRAFT) ITES3S (BPR) with SB HubZone- Due on 9/4/2019	2019-08-26 (16:46 ET)	2019-09-04 (16:00 ET)	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>	0/4	<input type="checkbox"/>
260933	ITES3S 8a IT Education & Training			<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>	0/11	<input type="checkbox"/>
260918	ITES3S WOSB			<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>	0/28	<input type="checkbox"/>

1 2 Next > Last >>

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



# Step 4 - Make Changes & Submit



## Edit Draft RFP

RFI - Information   RFQ - Hardware/Software   RFP - Services   Reverse Auction - Hardware/Software   Bidding Rate Report

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

Programs

ITES-2S

Vendors

W91QUZ-06-D-0010 - IBM  
W91QUZ-06-D-0011 - Dell Federal Systems  
W91QUZ-06-D-0012 - General Dynamics  
W91QUZ-06-D-0013 - HP Enterprise Services  
W91QUZ-06-D-0014 - Appolis Inc.  
W91QUZ-06-D-0015 - STG, Inc.

Clear   Select All

Note: You must select either one or all.

Request Name

Testing ITES-2S RFP Draft 1/2 - CP

Agency and Activity

ARMY   ARMY FORCES COMMAND

Installation

ENGINEER DISTRICT

Estimated Task Order Value (including options)

0.00

Description

Enter the details of your request. Provide a quantity and a description of the requirement. NOTE: You are required to provide a description of the requirement. (- Selected Services/Impact Levels: IaaS - Impact Level

Morbi consequat pharetra arcu. Phasellus elit orci, feugiat magna dis parturient montes, nascetur ridiculus mus. P

Characters left: 2706

### Enter Details About Your Proposal Request

Is this a performance based task order?	<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
Please provide a reason why this isn't a performance based task:	<p>Etiam nulla odio, sodales eget accumsan et, interdum et enim. Nulla facilisi. Suspendisse quis rutrum ante, tempor venenatis nibh. In porta efficitur congue. Pellentesque lacinia in libero sed pretium. Nulla id faucibus nisi. Aenean viverra ornare eros nec efficitur. Nam erat dolor, mattis eget nulla at, gravida ornare sem. Vestibulum</p> <p>Characters left: 3042</p>			
Is this a new Requirement?	<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
Is this Task Order in compliance with the Clinger-Cohen Act?	<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
Provide justification why this Task Order is not in compliance with the Clinger-Cohen Act:	<p>Etiam nulla odio, sodales eget accumsan et, interdum et enim. Nulla facilisi. Suspendisse quis rutrum ante, tempor venenatis nibh. In porta efficitur congue. Pellentesque lacinia in libero sed pretium. Nulla id faucibus nisi. Aenean viverra ornare eros nec efficitur. Nam erat dolor, mattis eget nulla at, gravida ornare sem. Vestibulum</p>			

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

Finalize / Submit   Save As Draft   Delete Draft



# Sharing an RFP



# How to Share an RFP



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

Request For Proposal

RFP - Services [dropdown] [plus] 10 [dropdown] Search... Search

Ref #	Name	Created	Due	Actions	Responses	Transfer
261503	This is a Test	2019-10-08 (11:35 ET)	2019-10-25 (11:00 ET)	Details Amend Cancel <b>Share</b>	0/135	<input type="checkbox"/>
261378	Testing SBSA SEC RFP Creation from SRV PROco Amended 9/27	2019-09-27 (16:17 ET)	2019-10-11 (14:00 ET)	Details	0/135	<input type="checkbox"/>
261419	RFP Create 09262019 2nd version	2019-09-26 (13:31 ET)	2019-10-10 (13:00 ET)	Details	0/135	<input type="checkbox"/>
261037	Test Case 10066: Details - Cancel Draft	2019-09-05 (12:15 ET)	2019-10-11 (12:00 ET)	Details	0/135	<input type="checkbox"/>

**Filters:** Open (4), Pending Review (10), Responded (79), Expired (135), Cancelled (50), Draft (16)

**Actions:** Create, Transfer

**Reports:** Bidding Rate Report

**Share Request(s) dialog:** Share to: [text], User: Shelley [text], Submit [button], Cancel [button]

**Callout 1:** Start typing the last name of the person you wish to share with and a list will populate to choose from, then click Submit.

**Callout 2:** Click the “Share” button to provide read only access to anyone in our CHESSE IT e-mart database.



# How to Share an RFP



The screenshot shows a 'Share Request(s)' dialog box with a 'Share to:' field and a 'User:' field. A confirmation message box is overlaid on top, containing the following text: 'Message from webpage', a question mark icon, and the text: 'Sharing this [RFQ, RFP, RFI, RA] with tricia.a.shelley.ctr@mail.mil will provide them with a read-only view of the request. You will still be able to act on it. If you intend to transfer this same request later for action by the person you shared it with, they will not be able to act on it. Are you sure?'. At the bottom of the message box are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a blue border and a red circle, with a red arrow pointing to it from the adjacent text box.

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



# Amending an RFP



# Amending an RFP



The **Amendment** feature allows you to:

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



# Amending an RFP



## Request For Proposal

RFP - Services + 10 Search... Search

Filters	Ref #	Name	Created	Due	Actions	Responses	Transfer
<b>Open</b> (4)	261503	This is a Test	2019-10-08 (11:35 ET)	2019-10-25 (11:00 ET)	<a href="#">Details</a> <a href="#">Amend</a> <a href="#">Cancel</a> <a href="#">Share</a>	0/135	<input type="checkbox"/>
Pending Review (10)	261378	Testing SBSA SEC RFP Creation from SRV PROco Amended 9/27	2019-09-27 (16:17 ET)	2019-10-11 (14:00 ET)	<a href="#">Details</a>	0/135	<input type="checkbox"/>
Responded (79)	261419	RFP Create 09262019 2nd version	2019-09-26 (13:31 ET)	2019-10-10 (13:00 ET)	<a href="#">Details</a>	0/135	<input type="checkbox"/>
Expired (135)	261037	Test Case 10066: Details - Cancel Draft	2019-09-05 (12:15 ET)	2019-10-11 (12:00 ET)	<a href="#">Details</a>	0/135	<input type="checkbox"/>
Cancelled (50)							
Draft (16)							

**Actions**  
Create  
Transfer

**Reports**  
Bidding Rate Report

**Ensure you are on the "RFP - Services" Index page and within the "Open" tab, then click the "Amend" link to the right of your RFP.**



# Amending an RFP



## Create Request For Proposal

RFI - Information    RFQ - Hardware/Software    RFP - Services    Reverse Auction - Hardware/Software    Bidding Rate Report

**Program:**  
ITES-2S

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

**Request Name**  
Testing RFP

**Agency and Activity**  
ARMY    ARMY MEDICAL COMMAND

**Installation**  
FORT BELVOIR

**Estimated Task Order Value (including options)**  
0.00

**Description**  
Enter the details of your request. Provide a quantity for each product or service. If there is someone the vendors can call/email if there are questions, please provide their name and contact information so that the vendor can provide you with an accurate quote. Include POC information and phone number. Use the file attachment feature below if you need more space.

Testing RFP

Characters left: 3980

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



# Amending an RFP



Notice: Please ensure uploaded attachments DO NOT contain vendor proprietary information (competitor pricing, discounts, etc.). This is unfair competition. Instances of this will be reported to the CHESSE Product Officer (PO).

## Attachments

You may upload with a maximum file size of 5 megabytes (MB) per file. Only the following file types will be accepted: **Adobe Acrobat PDF (.pdf)** **Excel (.xls & .xlsx)** **TIFF Files (.tif)** **Word (.doc & .docx)**

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

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

**This allows you to attach new files.**

**\*NOTE: Your original files are still attached. Only add additional attachments if those files need to be updated or a new file is to be submitted.**



# Amending an RFP



## Contact Information

### Submitting POC:

Name:	Tricia Shelley
Email Address:	tricia.a.shelley.ctr@mail.mil
Requestor Role:	Contract Specialist <input checked="" type="checkbox"/>

### Customer POC:

First Name:	Tricia
Last Name:	Shelley
Commercial Phone:	7038069087
Email address:	tricia.a.shelley.ctr@mail.mil
Customer POC Role:	Contract Specialist <input checked="" type="checkbox"/>
Organization:	<input checked="" type="radio"/> Army <input type="radio"/> Non-Army
<small>(Select one from this list. Use "OTHER" if unknown or not found in the list)</small> <input checked="" type="checkbox"/>	

## Enter Details About Your Proposal Request

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

Click to submit RFP →

<input checked="" type="button" value="Submit"/>	<input type="button" value="Save As Draft"/>	<input type="button" value="Cancel"/>
--	--	---------------------------------------



# Amending an RFP



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

Search... Search

Name	Created	Due	Actions	Responses	Transfer
261503	This is a Test	2019-10-08 (11:35 ET)	2019-10-25 (11:00 ET)	Details	<input type="checkbox"/>
261378	Testing SBSA SEC RFP Creation from SRV PROco Amended 9/27	2019-09-27 (16:17 ET)	2019-10-11 (14:00 ET)		<input type="checkbox"/>
261419	RFP Create 09262019 2nd version	2019-09-26 (13:31 ET)	2019-10-10 (13:00 ET)		<input type="checkbox"/>
261037	Test Case 10066: Details - Cancel Draft	2019-09-05 (12:15 ET)	2019-10-11 (12:00 ET)		<input type="checkbox"/>

Open (4)  
 Pending Review (10)  
 Responded (79)  
 Expired (135)  
 Cancelled (50)  
 Draft (16)

Actions  
 Create  
 Transfer

Reports  
 Bidding Rate Report

© CHESS-SUCCESS! RFP Amended

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

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



# Cancelling an RFP



# Cancelling an RFP



The **Cancel** feature allows you to:

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



# Cancelling an RFP



## Request For Proposal

RFP - Services + 10 Search... Search

Filters	Ref #	Name	Created	Due	Actions	Responses	Transfer
<b>Open</b> (4)	261503	This is a Test	2019-10-08 (11:35 ET)	2019-10-25 (11:00 ET)	Details Amend Cancel Share	0/135	<input type="checkbox"/>
Pending Review (10)	261378	Testing SBSA SEC RFP Creation from SRV PROco Amended 9/27	2019-09-27 (16:17 ET)	2019-10-11 (14:00 ET)	Details	0/135	<input type="checkbox"/>
Responded (79)	261419	RFP Create 09262019 2nd version	2019-09-26 (13:31 ET)	2019-10-10 (13:00 ET)	Details	0/135	<input type="checkbox"/>
Expired (135)	261037	Test Case 10066: Details - Cancel Draft	2019-09-05 (12:15 ET)	2019-10-11 (12:00 ET)	Details	0/135	<input type="checkbox"/>
Cancelled (50)							
Draft (16)							

**Actions**  
Create  
Transfer

**Reports**  
Bidding Rate Report

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



# Cancelling an RFP



	Created	Due	Status	Actions
FP				
Create 1/3-				
FP				
ate 12/29 A				
FP 1/3				
orkflow Tes				
orkflow Tes				
P Create 1/2	2018-01-02 15:5			

### Cancellation Confirmation

Are you sure you would like to cancel this request?

Cancel Reason:

Cancel Comments:

**Choose a Cancel Reason from the drop down Menu and enter any Comments.**

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



# Cancelling an RFP



## Request For Proposal

RFP - Services + 10 Search... Search

Ref #	Name	Created	Due	Actions	Responses	Transfer
261422	RFP Create 09262019 3rd version	2019-09-26 (16:07 ET)	2019-10-10 (13:00 ET)	<a href="#">Details</a>	0/135	
261418	RFP Create 09262019	2019-09-26 (13:30 ET)	2019-10-10 (13:00 ET)	<a href="#">Details</a>	0/135	
261407	RFP Create 09252019 Hotfix	2019-09-25 (14:12 ET)	2019-10-09 (14:00 ET)	<a href="#">Details</a>	0/135	
261394	Testing RFP Create	2019-09-25 (13:41 ET)	2019-10-09 (13:40 ET)	<a href="#">Details</a>	0/85	
261376	Testing SB RFP Creation from SRV PROCo	2019-09-20 (14:04 ET)	2019-10-04 (14:00 ET)	<a href="#">Details</a>	0/135	
261371	Testing Large Business RFP Creation from SRV PROCo	2019-09-20 (13:39 ET)	2019-10-04 (13:00 ET)	<a href="#">Details</a>	0/135	
261007	Test Case 641: Edit Draft	2019-09-05 (12:14 ET)	2019-11-08 (13:00 ET)	<a href="#">Details</a>	0/85	
261297	Testing RFP Pending Review Create	2019-09-05 (10:37 ET)	2019-09-19 (10:00 ET)	<a href="#">Details</a>	0/135	
	View and Approval Process	2019-09-05 (10:20 ET)	2019-09-19 (10:00 ET)	<a href="#">Details</a>	0/135	
	ing RFI Create	2019-08-27 (15:56 ET)	2019-09-10 (15:55 ET)	<a href="#">Details</a>	0/135	

1 2 3 4 5 Next > Last >>

**Filters:** Open (4), Pending Review (10), Responded (79), Expired (135), **Cancelled (50)**, Draft (46)

**Actions:** Create, Transfer

**Reports:** Bidding Rate Report

Once your RFP is cancelled the Status column will change to "Cancelled" and you will no longer see the cancelled RFP in the "Open". To view cancelled RFP's you will need to select the "Cancelled" filter.

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



# Transferring an RFP



# Transferring an RFP



The **Transfer** feature allows you to:

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



# How a Contracting Officer or Contract Specialist Transfers an RFP



## Request For Proposal

RFP - Services 10 Search... Search

Ref #	Name	Created	Due	Actions	Responses	Transfer
261503	This is a Test	2019-10-08 (11:35 ET)	2019-10-25 (11:00 ET)	Details Amend Cancel Share	0/135	<input type="checkbox"/>
261378	Testing SBSA SEC RFP Creation from SRV PROCo Amended 9/27	2019-09-27 (16:17 ET)	2019-10-11 (14:00 ET)	Details	0/135	<input type="checkbox"/>
261419	RFP Create 09262019 2nd version	2019-09-26 (13:31 ET)	2019-10-10 (13:00 ET)	Details	0/135	<input type="checkbox"/>
261037	Test Case 10066: Details - Cancel Draft	2019-09-05 (12:15 ET)	2019-10-11 (12:00 ET)	Details	0/135	<input type="checkbox"/>

**Filters**  
Open (4)  
Pending Review (10)  
Responded (79)  
Expired (135)  
Cancelled (50)  
Draft (16)

**Actions**  
Create  
Transfer

**Reports**  
Bidding Rate Report

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

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



# How a Contracting Officer or Contract Specialist Transfers an RFP



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

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

Then click "Submit" to Transfer the RFP.



# How a Contracting Officer or Contract Specialist Transfers an RFP



**Transfer Request**

Message from webpage

? Transferring this [RFQ, RFP, RFI, RA] to Dennis, Monica (monica.m.dennis2.ctr@mail.mil) will give them full rights to amend, cancel, or share this request. You will not be able to act on it unless it's transferred back to you. Are you sure?

OK Cancel

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

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



# Vendor View of RFP Submissions



# Vendor View of RFP Response



## Request For Proposal - Open

Ref #	Name	SBSA	Created	Due	Response	Actions
261500	Testing RETest 19939		2019-10-04 (15:29 ET)	2019-10-18 (15:00 ET)		<a href="#">Details</a> <a href="#">Respond</a> <a href="#">No Bid</a>
261378	Testing SBSA SEC RFP Creation from SRV PROCo Amended 9/27	sb	2019-09-27 (16:17 ET)	2019-10-11 (14:00 ET)		<a href="#">Details</a> <a href="#">Respond</a> <a href="#">No Bid</a>
261419	RFP Create 09262019 2nd version		2019-09-26 (13:31 ET)	2019-10-10 (13:00 ET)		<a href="#">Details</a> <a href="#">Respond</a> <a href="#">No Bid</a>
261409	RFP Create 09252019 Hotfix (dupe)		2019-09-25 (14:14 ET)	2019-10-09 (14:00 ET)		<a href="#">Details</a> <a href="#">Respond</a> <a href="#">No Bid</a>
261037	Test Case 10066: Details - Cancel Draft		2019-09-05 (12:15 ET)	2019-10-11 (12:00 ET)		<a href="#">Details</a> <a href="#">Respond</a> <a href="#">No Bid</a>

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

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



# Vendor Responds to an RFP



Response for RFx# - 260851 - Testing RFP Create

Comment

Characters left: 4000

Quote Total

Attachments

You may upload with a maximum file size of 5 megabytes (MB) per file. Only the following file types will be accepted:  
Adobe Acrobat PDF (.pdf) Excel (.xls & .xlsx) TIFF Files (.tif) Word (.doc & .docx)

	Browse...	Clear

Submit Cancel

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

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

Vendor clicks “Submit” to respond to RFP



# Vendor Responds to an RFP



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

## Request For Proposal - Open

RFP - Services

10 AT&T Government Solutions, Inc : W52P1J-18-D-7

Search... Search

Ref #	Name	SBSA	Created	Due	Response	Actions
261500	Testing REtest 19939		2019-10-04 (15:29 ET)	2019-10-18 (15:00 ET)		Details Respond No Bid
261378	Testing SBSA SEC RFP Creation from SRV PROCo Amended 9/27	sb	2019-09-27 (16:17 ET)	2019-10-11 (14:00 ET)		Details Respond No Bid
261419	RFP Create 09262019 2nd version		2019-09-26 (13:3 ET)	2019-10-10 (13:00 ET)		Details Respond No Bid
261409	RFP Create 09252019 Hotfix (dupe)		2019-09-25 (14:14 ET)	2019-10-09 (14:00 ET)		Details Respond No Bid
261037	Test Case 10066: Details - Cancel Draft		2019-09-05 (12:15 ET)	2019-10-11 (12:00 ET)		Details Respond No Bid

© CHESS-SUCCESS! You have responded to the request with id = 200217



# Vendor Views Responded RFPs



## Request For Proposal - Responded

RFP - Services | 10 | AT&T Government Solutions, Inc : W52P1J-18-D-7 | Search... | Search

Ref #	Name	SBSA	Created	Due	Response	Actions
261500	Testing RETest 19939		2019-10-04 (15:29 ET)	2019-10-18 (15:00 ET)	✓	Details

Filters: Open (4), Responded (1), Expired (93), Cancelled (29). Reports: Bidding Rate Report.

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

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



# Contracting Officer or Contract Specialist View of RFP Submissions



# A Contracting Officer or Contract Specialist Reviews Bids



The screenshot displays the CHESSE IT E-MART interface. On the left, the 'Request For Proposal' section shows a dropdown menu for 'RFP - Services' and a list of filters: Open (4), Pending Review (10), Responded (79), Expired (135), Cancelled (50), and Draft (16). The main content area shows a table of RFPs with columns for Ref #, Vendor, Acknowledged, Responded, Response, Attachments, and Actions. A modal window titled 'RFP - #261503 - This is a Test' is open, showing the 'Responses' tab. The table in the modal has columns for Vendor, Acknowledged, Responded, Response, Attachments, and Actions. The 'Responses' column shows '0/135' for each vendor, indicating that no vendors have responded out of 135 total vendors. A yellow callout box explains that '0/135' indicates the number of vendors that have responded. Another yellow callout box provides instructions on how to navigate to the 'Responses' tab.

Vendor	Acknowledged	Responded	Response	Attachments	Actions
Universal Consulting Services, Inc.					Details
McLane Advanced Technologies, LLC					Details
Raytheon Company					Details
Booz Allen Hamilton, Inc.					Details
Credence Management Solutions, LLC					Details
Leidos					Details
Unified Business Technologies, Inc.					Details

**0/135 indicates number of vendors that have responded. (Ex: Out of 135 Vendors 0 responded)**

**Ensure you are on the "RFP - Services" Index page when reviewing responses. Expand the RFP you want to review by Clicking the "Details" tab then the "Responses" tab to see responses.**



# Questions



**For information about the RFP  
Process, contact the  
CHES Customer Support  
Team**

**at [armychess@mail.mil](mailto:armychess@mail.mil)**

**Or toll free at: (888) 232-4405**