



ITES-2S
it e-mart
RFP Tutorial

Introduction

- This briefing has been designed to introduce ITES-2S customers to the ASCP *it e-mart* RFP Process

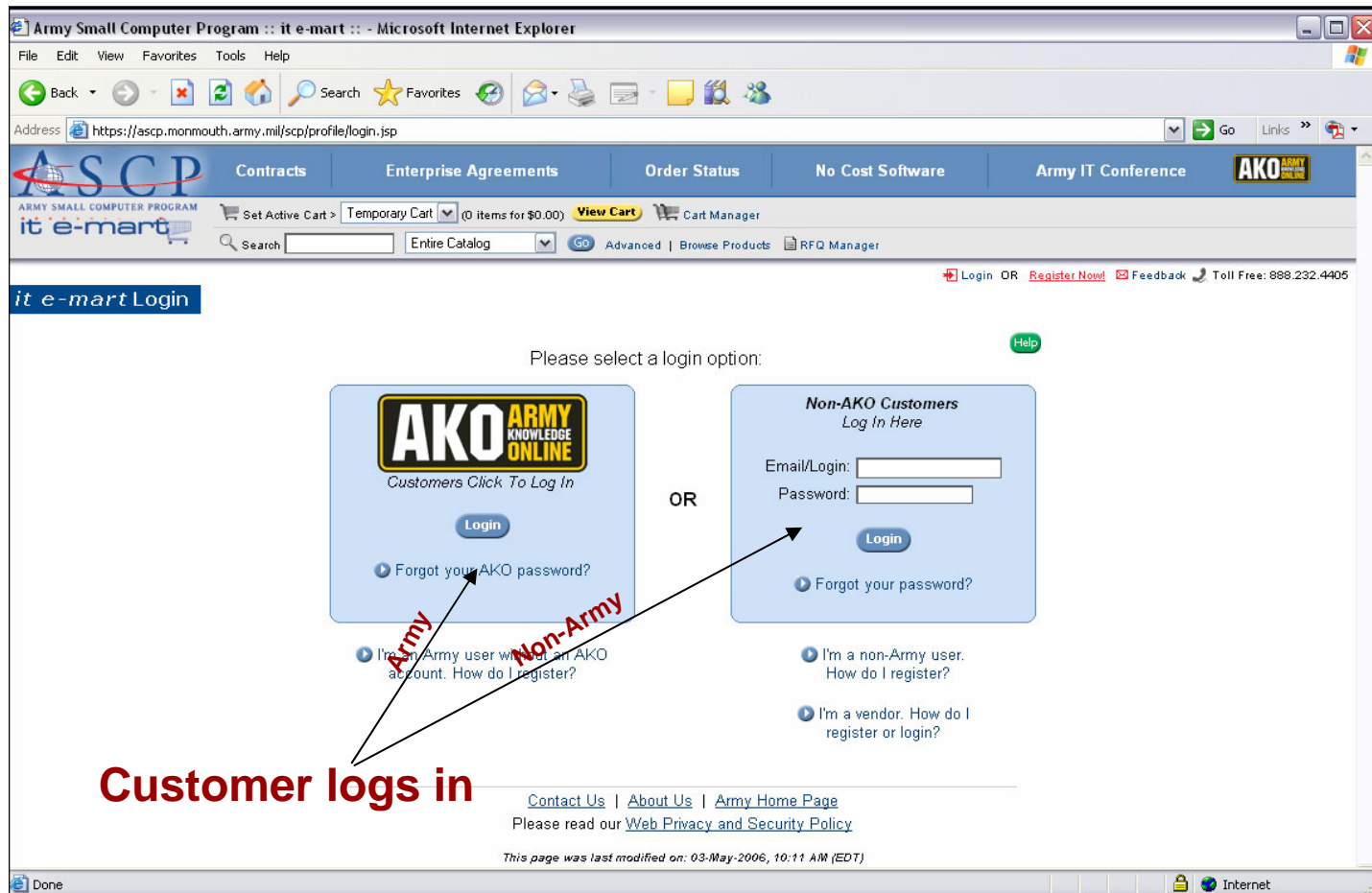
- The briefing will explain
 - How a customer submits an RFP
 - How a vendor views and responds to an RFP
 - How a customer views a Vendor Response
 - How a customer submits a Requote

Customer Submits RFP

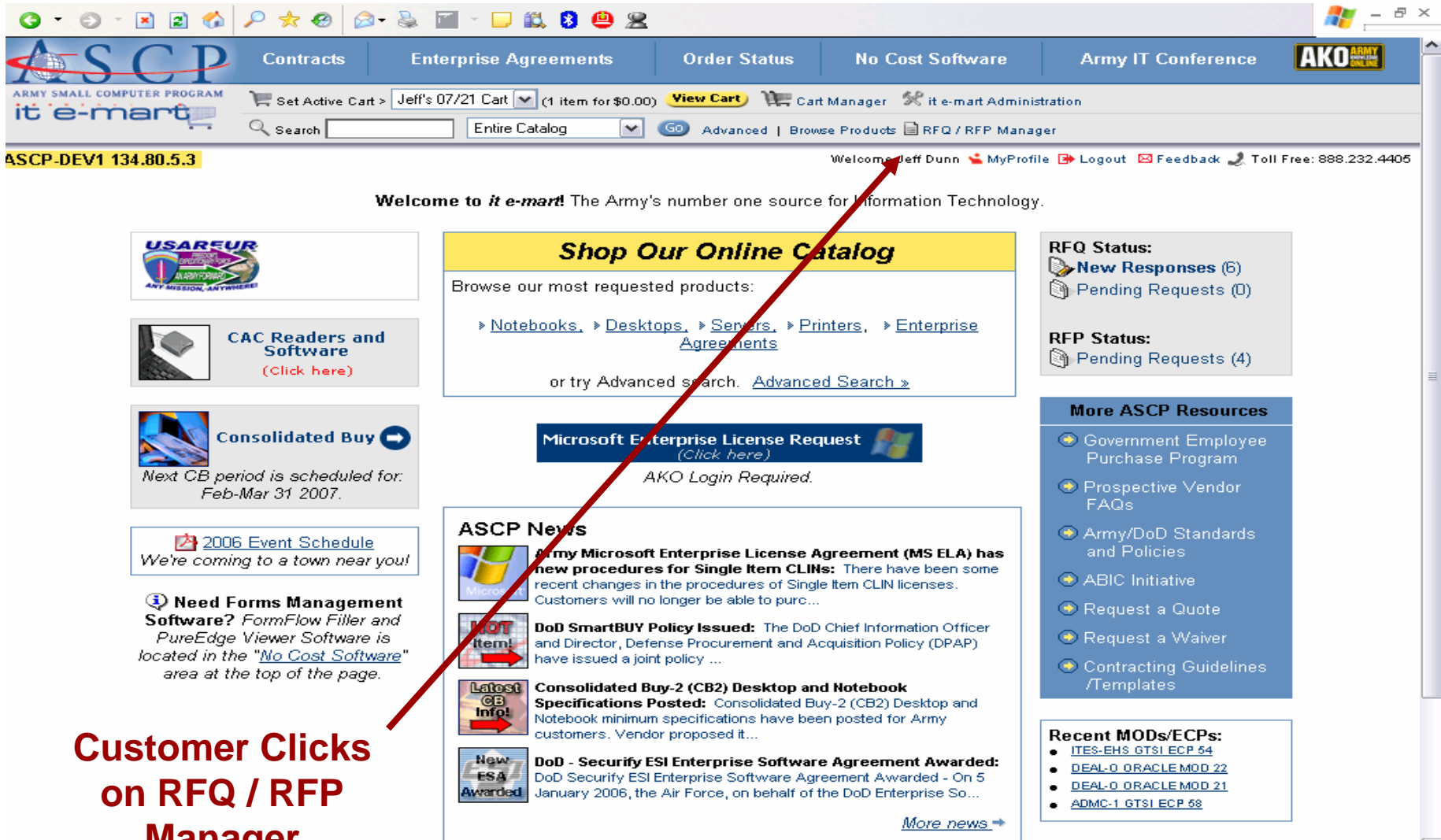
The customer submits an RFP

How a customer submits an RFP

- A customer must be logged in to submit an RFP



How a customer submits an RFP



The screenshot shows the ASCP website interface. At the top, there are navigation tabs for "Contracts", "Enterprise Agreements", "Order Status", "No Cost Software", and "Army IT Conference". Below these is a search bar and a "View Cart" button. The main content area features a "Shop Our Online Catalog" section with links to "Notebooks", "Desktops", "Servers", "Printers", and "Enterprise Agreements". A red arrow points from the text "Customer Clicks on RFQ / RFP Manager" to the "RFQ / RFP Manager" link in the top navigation bar. Other sections include "ASCP News" with headlines about Microsoft Enterprise License Agreement, DoD SmartBUY Policy, and Consolidated Buy-2 specifications. A sidebar on the right contains "RFQ Status" and "RFP Status" sections.

Customer Clicks on RFQ / RFP Manager

RFP Process

Customer selects
"Create New Request"

RFP Process



To create a Request for Proposal (RFP), select the "RFP for ITES-2S Services" radio button. To create a Request for Quote (RFQ), select the "RFQ for Hardware or Software" radio button instead.

STEP 1 - Select Type of Request

Select the type of request that you would like to make from the list below:

- RFQ for Hardware or Software
- RFP for ITES-2S Services

Create New Request

Response Times: Depending on the terms of contract, most vendors have between 5-10 days to respond to a RFP and 3-5 days to respond to a RFQ. In most cases though the vendor(s) response will be much quicker. If you need the specific response time, contact the ASCP POC for the contract in question. Contract POC information is available from the "Contracts" link at the top of the page.

Customer selects
"RFP for ITES-2S Services"

How a customer submits an RFP

Army Small Computer Program :: it e-mart :: - Microsoft Internet Explorer

Address: https://134.80.5.3/scp/rfq/createrfp.jsp;jsessionid=XY3ZRXYWZN4FBSQAUBSFEQ

Create New RFP

Create Request For Proposal [Help](#)

Next, fill out and submit the form below. Please be sure to provide information for all of the required fields as indicated. The vendor(s) will be notified via email of your request.

Depending on the terms of contract, most vendors have 10 days to provide you with a reply. In most cases though the vendor(s) response will be much quicker.

You can check the status of your request or read a vendor's response at any time by clicking on the "RFQ or RFP Manager" link in the toolbar above.

* = Required Field [View All Requests](#)

STEP 2 - Select Contracts to Receive Request

Main category: IT Services

Select subcategory:*
Select a subcategory to populate the list below.

Select contract(s) to add to the vendor submission list:
Click on the contract(s) you want to send the request to & add them to the vendor submission list below by clicking the "Add to List" button.

Vendor submission list:*
These are the vendors that will receive your request. To remove a contract from the list, select the contract(s) then click the "Remove from List" button.

Next select a subcategory from this list

- Next select a subcategory from this list
- Business Process Re-Engineering
- Information Systems Security
- Information Assurance
- Information Technology Services
- Enterprise Design, Integration and Consolidation
- Program/Project Management
- Systems Operation and Maintenance
- Network Support
- Education/Training
- Other

Add to List **Remove from List**

To select multiple contracts, hold down CTRL while clicking on the contracts.

STEP 3 - Enter Proposal General Information

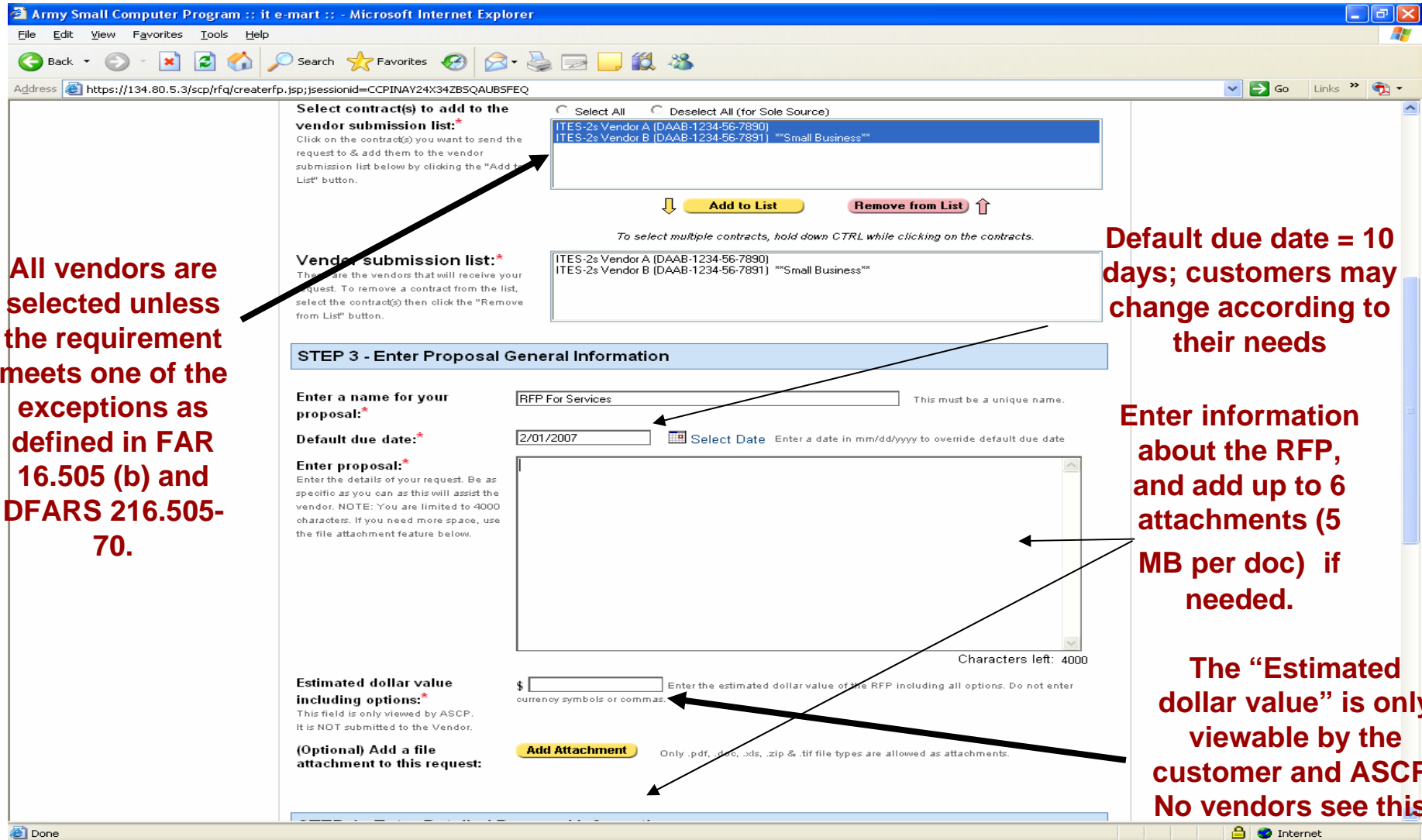
Enter a name for your proposal:* This must be a unique name.

Default due date:* Enter a date in mm/dd/yyyy to override default due date

Enter proposal:*
Enter the details of your request. Be as specific as you can as this will assist the

Customer selects the IT Service Subcategory required

How a customer submits an RFP



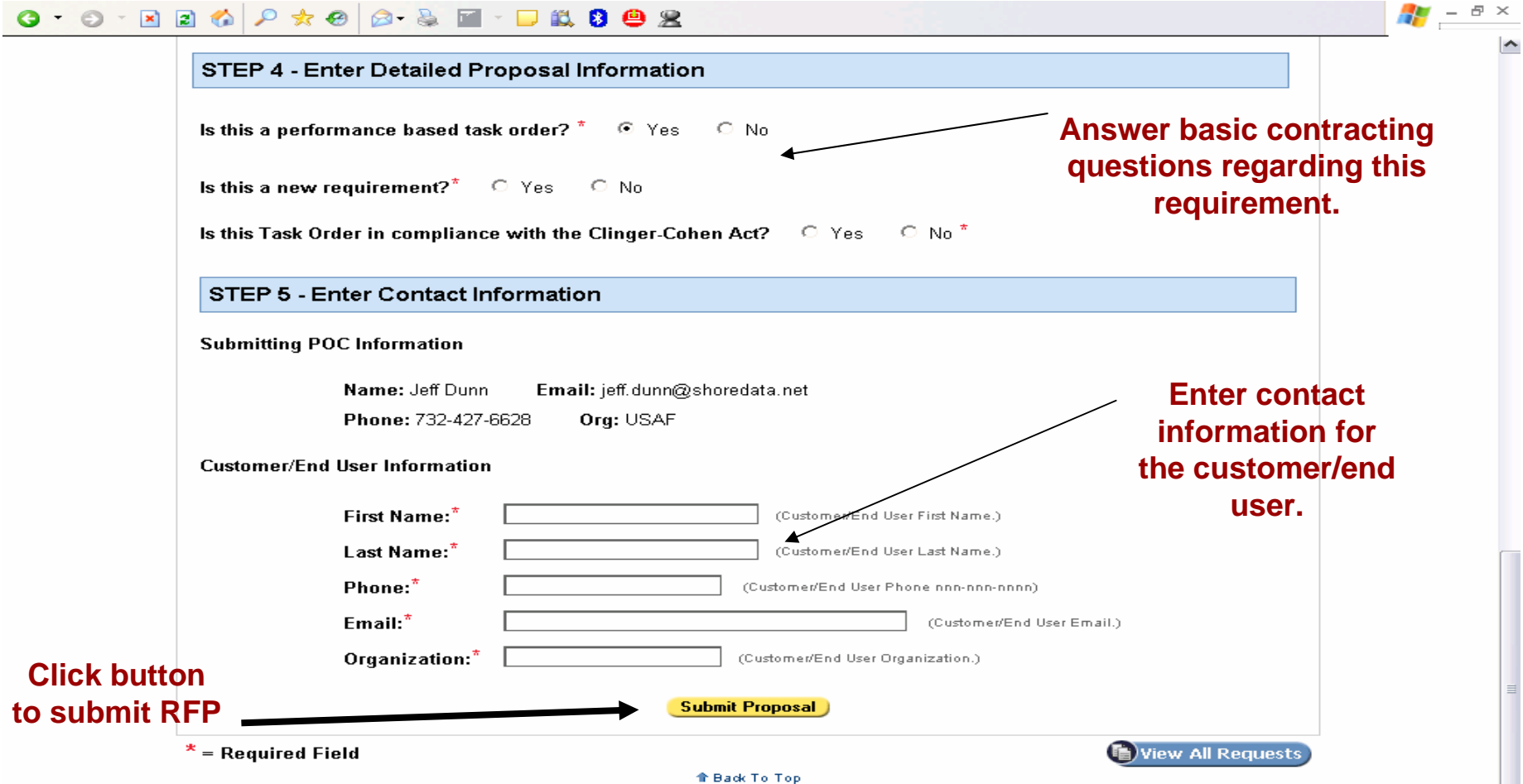
All vendors are selected unless the requirement meets one of the exceptions as defined in FAR 16.505 (b) and DFARS 216.505-70.

Default due date = 10 days; customers may change according to their needs

Enter information about the RFP, and add up to 6 attachments (5 MB per doc) if needed.

The "Estimated dollar value" is only viewable by the customer and ASCP. No vendors see this!

How a customer submits an RFP



STEP 4 - Enter Detailed Proposal Information

Is this a performance based task order? * Yes No

Is this a new requirement? * Yes No

Is this Task Order in compliance with the Clinger-Cohen Act? Yes No *

STEP 5 - Enter Contact Information

Submitting POC Information

Name: Jeff Dunn Email: jeff.dunn@shoredata.net
Phone: 732-427-6628 Org: USAF

Customer/End User Information

First Name: * (Customer/End User First Name.)
Last Name: * (Customer/End User Last Name.)
Phone: * (Customer/End User Phone nnn-xxx-xxxx)
Email: * (Customer/End User Email.)
Organization: * (Customer/End User Organization.)

Submit Proposal

View All Requests

* = Required Field

[Back To Top](#)

Answer basic contracting questions regarding this requirement.

Enter contact information for the customer/end user.

Click button to submit RFP

How a customer submits an RFP

Request Confirmation Screen

RFP(s) have been sent to the following vendor(s):

- ITES-2s Vendor A (DAAB-1234-56-7890)
- ITES-2s Vendor B (DAAB-1234-56-7891)

Thank you for using *it e-mart*.

View All Requests

Email to the Customer when RFP is Submitted



From: PEO EIS APMASCP Itemart
Sent: Tuesday, January 16, 2007 3:27 PM
To: *Customer's Name*
Subject: ASCP it e-mart Request For Proposal (*Customer's email address*)

You have submitted Request(s) for Proposal through the ASCP it e-mart. You may view your Requests by visiting your RFQ or RFP Manager at:

<https://ascp.monmouth.army.mil/scp/rfq/rfqmanager.jsp>

Please check back regularly with your RFQ or RFP Manager to see if you have received any responses from the vendors. We will also email you when a Request response is received.

Thank you for using the ASCP it e-mart system!

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

Vendor views/responds to an RFP

Vendor View / Response (Cont)

- The Vendor will receive an email similar to the following example

Email to the Vendor(s) when RFP is Submitted



From: PEO EIS APMASCP Itemart
Sent: Tuesday, January 16, 2007 3:27 PM
To: vendor_b@test.com
Subject: ASCP it e-mart Request for Proposal (ites2s-vb)

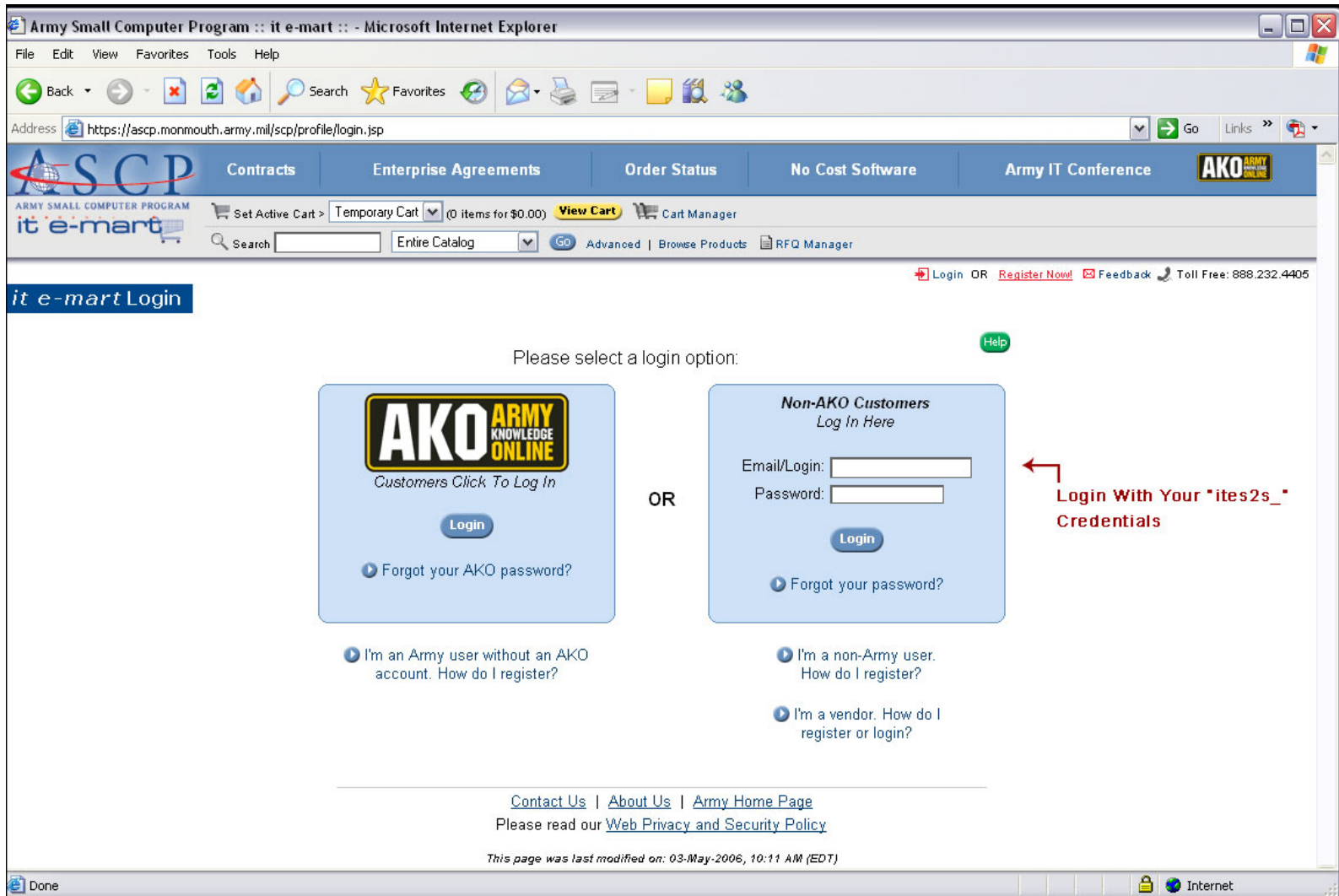
The ASCP it e-mart has brought you a potential customer! By accessing the Request for Proposal, you are acknowledging receipt of the request. Please coordinate with the customer concerning the following pending request on the ASCP it e-mart site by visiting your RFQ or RFP Manager at:

<https://ascp.monmouth.army.mil/scp/rfq/rfqmanager.jsp>

Please keep in mind that ASCP customers are awaiting your response to their requests, and your timeliness in addressing their RFQ/RFP requests is greatly appreciated. As a reminder, RFQ/RFPs sent to ITES-2s Vendor B (DAAB-1234-56-7891) require acknowledgment by you within 2 day(s) and a response within 10 day(s) from when the RFQ/RFPs is issued by the customer.

Thank you for using the ASCP it e-mart system! Please feel free to contact ASCP at (888) 232-4405 if you have any questions.

Vendor View / Response



Army Small Computer Program :: it e-mart :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ascp.monmouth.army.mil/scp/profile/login.jsp>

ASCP ARMY SMALL COMPUTER PROGRAM it e-mart

Contracts Enterprise Agreements Order Status No Cost Software Army IT Conference AKO ARMY KNOWLEDGE ONLINE


Set Active Cart > Temporary Cart (0 items for \$0.00) View Cart Cart Manager

Search Entire Catalog GO Advanced Browse Products RFQ Manager

Login OR Register Now! Feedback Toll Free: 888.232.4405

it e-mart Login

Please select a login option: [Help](#)



Customers Click To Log In

Login

Forgot your AKO password?

OR

Non-AKO Customers
Log In Here

Email/Login:

Password:

Login

Forgot your password?

← Login With Your *ites2s_ Credentials

Forgot your password?

I'm an Army user without an AKO account. How do I register?

I'm a non-Armey user. How do I register?

I'm a vendor. How do I register or login?

[Contact Us](#) | [About Us](#) | [Army Home Page](#)

Please read our [Web Privacy and Security Policy](#)

This page was last modified on: 03-May-2006, 10:11 AM (EOT)

Vendor View / Response (Cont)

Once in your RFP Manager, you may click on the Request ID to open the request

Request Manager

Requests For Quote/Requests For Proposal Help

Use the Request Manager to track the status of the requests sent to you below. To view the details of a request, click on the "Request Id" link. To delete one or more requests, check the box to the left of the request and then click on the "Delete Selected Requests" button at the bottom of the page.

There are two different types of requests, "Request for Quotes" (or RFQs) and "Request for Proposals" (or RFPs). Click on the appropriate tab to display a list of the RFQs or RFPs.

RFQs		RFPs					
Pending RFPs							
	Request Id	Program / Vendor / Contract	Request Name	Date Created	Acknowledgment / Response	Response Quote	Expire Date
	RFP-20070105-10104-11306-30	ITES-2s / Vendor A / DAAB-1234-56-7890	This is a Demo (2)	1/05/07	No / No		5/05/07
Responded RFPs							
	Request Id	Program / Vendor / Contract	Request Name	Date Created	Acknowledgment / Response	Response Quote	Expire Date
<input type="checkbox"/>	RFP-20061023-10104-11349-18	ITES-2s / Vendor A / DAAB-1234-56-	This is another test - OCT 23	10/23/06	Yes / Yes		6/04/07

Vendor View / Response (Cont)

Here is the 1st half of the page.

[View All Requests](#)

RFP Number (Request Id) →

Customer Request

Request ID / Name: RFP-20070105-10104-11306-30 / This is a Demo (2)

Customer Specified Response Due Date: 1/17/07

Date Awarded to Vendor : n/a

Vendor Awarded: n/a

Vendor Task Order Number: n/a

Created By: Jeff Dunn

Phone Number: 732-427-6628

Email address: jeff.dunn@shoredata.net

Date Created: 1/05/07

Quote Request: This is my Proposal for you!

Originator State, Zip: NJ, 07703

Agency / Activity: AIR FORCE / n/a

Attachments Listed Here →

Attachment(s) included with this Request: None

Contract Submission Information

Request Submitted To: ITES-2s Vendor A Long Name

Request Status Information

Current Status: Open

Scheduled Expiration Date: 6/20/07

	Date of Acknowledgment / Response	Expected Reply Date
Vendor Acknowledgement:	1/05/07	1/08/07
Vendor Response:	n/a	1/17/07

Vendor View / Response (Cont)

Here is the 2nd half of the page.

RFP Request (Non-Attachment) →

Vendor Task Order Number:	n/a
Created By:	Jeff Dunn
Phone Number:	732-427-6628
Email address:	jeff.dunn@shoredata.net
Date Created:	1/05/07
Quote Request:	This is my Proposal for you!
Originator State, Zip:	NJ, 07703
Agency / Activity:	AIR FORCE / n/a
Attachment(s) included with this Request:	None

Contract Submission Information

Request Submitted To:	ITES-2s Vendor A Long Name	
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Request Status Information

Current Status:	Open
Scheduled Expiration Date:	6/20/07

	Date of Acknowledgment / Response	Expected Reply Date
Vendor Acknowledgement:	1/05/07	1/08/07
Vendor Response:	n/a	1/17/07

[Respond To This RFP](#)



Vendor View / Response (Cont)

Respond To Request for Proposal



Submitting the following form will notify the customer about your response.

* = Required Field

Enter Response Information

Vendors, if you are NOT interested in responding to this request click the "No Offer" button.

No Offer

Date of response:

1/05/07

Enter vendor reference number:*

None

If your company generates internal tracking numbers for customer requests, enter it here. If not, leave the response provided.

Enter proposal response and comments:*

Enter your proposal response. NOTE: You are limited to 4000 characters. If you need more space, use the file attachment feature below.

Characters left: 4000

Vendor View / Response (Cont)

Characters left: 4000

(Optional) Add a file attachment to this request: [Add Attachment](#) File types allowed: .pdf, .doc, .xls, .zip & .tif files.

Enter quote grand total (if applicable): \$ Do not enter currency symbols or commas.
If the customer has requested a quote, enter the dollar amount here.

Enter vendor contact information:* Please provide phone or email information to allow the customer to follow up with you directly. NOTE: You are limited to 4000 characters.

Characters left: 4000

[Submit RFP Response](#)

* = Required Field

RFP response email to the Customer



From: PEO EIS APMASCP Itemart
Sent: Tuesday, January 23, 2007 10:31 AM
To: admin@test.com.army.mil
Subject: ASCP it e-mart Request For Proposal Response (admin@test.com)

Your Request for Proposal has received a response on the ASCP it e-mart system. You can view the vendor's response in your RFQ or RFP Manager at the following address:

<https://ascp.monmouth.army.mil/scp/rfq/rfqmanager.jsp>

Thank you for using the ASCP it e-mart system!

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

Customer Submits Requote



The customer submits a Requote

Customer Submits Requote

- If the RFP has received a Vendor Response, a Requote may be created to amend the RFP by adding attachments (such as Q&A), changing the narrative or due date.

Customer Submits Requote



Request Manager

Requests For Quote/Requests For Proposal Help

Use the Request Manager to track the status of your requests below. To view the details of a request, click on the "Request Id" link. To delete one or more requests, check the box to the left of the request and then click on the "Delete Selected Requests" button at the bottom of the page. To create a new request, use the "Create New Request" button.

There are two different types of requests, "Request for Quotes" (or RFQs) and "Request for Proposals" (or RFPs). Click on the appropriate tab to display a list of the RFQs or RFPs.

[Click here for a brief tutorial on RFQs](#)
[Click here for a brief tutorial on RFPs](#)

[Create New Request](#)

RFQs **RFPs**

RFPs Sent To Vendors

None.

RFP Responses From Vendors

<input type="checkbox"/>	Request Id	Program / Vendor / Contract	Request Name	Date Created	Acknowledgment / Response	Response Quote	Expire Date
<input type="checkbox"/>	RFP-1000526-597-1344-773	ITES-2S / NORTHROP GRUMMAN / WS1QUZ-07-D-0005	30th Medical Bde Task Order - Information Assuranc....	4/26/07	Yes / Yes	\$141,231.00	10/11/07

Expired RFPs

None.

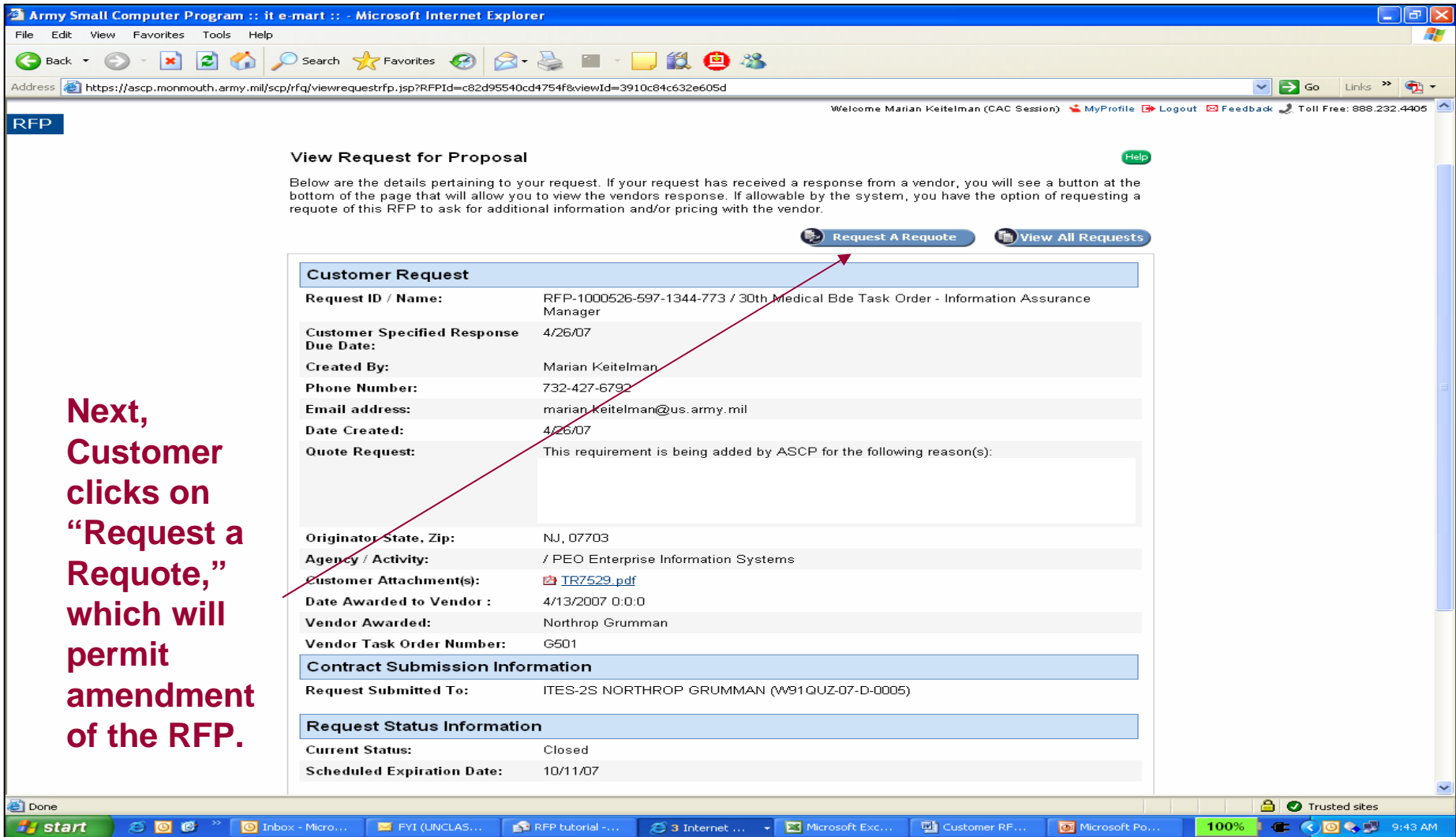
[Delete Selected Requests](#) To delete expired requests, check the box next to the request(s) and click this button.

[Create New Request](#)

[Back To Top](#)

In the RFP manager, Customer scrolls down to "RFP Responses from Vendors" and clicks on an RFP response.

Customer Submits Requote



View Request for Proposal [Help](#)

Below are the details pertaining to your request. If your request has received a response from a vendor, you will see a button at the bottom of the page that will allow you to view the vendors response. If allowable by the system, you have the option of requesting a requote of this RFP to ask for additional information and/or pricing with the vendor.

[Request A Requote](#) [View All Requests](#)

Customer Request	
Request ID / Name:	RFP-1000526-597-1344-773 / 30th Medical Bde Task Order - Information Assurance Manager
Customer Specified Response Due Date:	4/26/07
Created By:	Marian Keitelman
Phone Number:	732-427-6792
Email address:	marian.keitelman@us.army.mil
Date Created:	4/26/07
Quote Request:	This requirement is being added by ASCP for the following reason(s):
Originator State, Zip:	NJ, 07703
Agency / Activity:	/ PEO Enterprise Information Systems
Customer Attachment(s):	TR7529.pdf
Date Awarded to Vendor :	4/13/2007 0:0:0
Vendor Awarded:	Northrop Grumman
Vendor Task Order Number:	G501
Contract Submission Information	
Request Submitted To:	ITES-2S NORTHROP GRUMMAN (W91QUZ-07-D-0005)
Request Status Information	
Current Status:	Closed
Scheduled Expiration Date:	10/11/07

Next, Customer clicks on "Request a Requote," which will permit amendment of the RFP.