

# [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov)

This basic tutorial will take buyers step by step through the RFQ process. The tutorial will also point out many of the exciting features GSA e-Buy has to offer.

**Navigation:** If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the "Backspace" key to go back. If the tutorial opens in the PowerPoint application, click on "F5" to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the "Backspace" key.

# Welcome

GSA's latest e-Business innovation, *e-Buy*, is an electronic marketplace where you can get information, find sources, and prepare RFQs/RFPs, and Governmentwide Acquisition Contracts(GWAC).

Federal buyers can use e-Buy to obtain quotes or purchase products.

In order to access e-Buy, a buyer must have a valid *GSA Advantage!* User ID and Password.

[▶ All About e-Buy](#)

[▶ e-Buy Training](#)

**Federal Government Buyers**  
Please enter your GSA Advantage! Membership User ID and Password.

User ID:   
Password:   
[▶ Login](#)

**MAS or Contractor**  
Please enter your Contract Number and Password.

Contract Number:   
(Example: GS99F9999F or V123P1234A)  
Password:   
[▶ Login](#)

[▶ Register for a User ID and Password](#)  
[▶ I Forgot my User ID and/or Password.](#)

**Forgot Your Password?**  
Please contact the VSC at 1-877-495-4849 or e-mail us at [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov).

To login, the buyer must enter their *GSA Advantage!* User ID and Password and click "Login".

To register for a User ID and Password, click here.

...NLV." This system is subject to monitoring. Therefore, no expectation of privacy is to be ...  
...section. [Privacy and Security](#)

Click here if you forgot your User ID and Password.

Monday, June 18, 2007  
Welcome  
TANIA MEMBER

Messages

▶ RFQ76252 issued 06/17/2007

RFQ Finder

Quickly retrieve an RFQ or retrieve an RFQ forwarded to you by another user.

RFQ    
(enter only the number, i.e. 1290)

# Buyers

Prepare an Online Request for Quote (RFQ)

## Step 1. Assign Categories

**Instructions:** In order to find the RFQ that best matches your requirements, use general terms and keywords. The RFQs selected will have access to your RFQ or RFQs and may quote (certain exceptions for some RFQs).

GSA GWAC contract vehicles have been added to e-Buy. These contract vehicles provide high quality, state-of-the-art, total integrated solutions for your IT requirements. GWACs have competition requirements that differ from MAS contracts and a delegation of authority is required prior to their use. For more details about GWACs, visit the [GSA Governmentwide Acquisition Contracts \(GWACs\)](#) website.

For a complete listing of multiple award schedules or GWACs, click on the links below.

Search:

**GSA Multiple Award Schedules**  
▶ [View MAS listing](#)

**GSA Governmentwide Acquisitions Contracts**  
▶ [View GWAC listing](#)

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

Upon successful login, the buyer's e-Buy home page will be displayed.

On the left is the message center which alerts buyers of recent activity concerning their RFQs.

The first step of the RFQ process, is to find sources for the product or service needed. To conduct a search, click "View MAS listing", or click "View GWAC listing". For this example, the keywords "security guard services" has been entered.

## Step 1. Assign Category

Search Criteria: security g

Instructions: The following cat  
vendors you would like to notif

e-Buy will display a list of all Schedules and SINs within the "Category" column, which contain the keywords entered into the search box. Review each of the SIN descriptions, and try to determine which "Category" most closely matches the requirements.

Source	Description																																																		
84	TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE - Marine Craft and Equipment																																																		
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In this example, to view the sellers under Security Guard Services, click the "Category" 246 54 link.







### Step 2. RFQ Information

**Instructions:** Please enter your RFQ information below. If necessary, you may attach some Documents". You should also include any criteria you may use to evaluate quotes.  
**Reminder:** In order to be eligible for this RFQ, you must be a registered vendor with a minimum threshold.

In Step 2, the buyer enters specific requirements about the RFQ.

The sellers who were selected to receive email notification can be reviewed by clicking on this number.

Vendors selected	Remove Category
6	

Categories Selected  
84: 246 54

[Add Category](#)

#### RFQ ID

RFQ76253

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

Guard Services

**Delivery:** (specify delivery expected)

- Deliver  days After Receipt of Order (ARC)
- Date of Award to Date of Completion (Services)
- Period of performance:  through  (Services)

Check if you are seeking sources or information

Reference #

If the buyer's requirements are covered by more than one "category" or SIN, additional categories can be added to the RFQ by clicking here.

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

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

[Add Additional Items](#)

#### Description (Optional)

If the buyer is only requesting information or seeking sources, this box should be checked. This indicates to the sellers that the buyer is only seeking information.

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

[Attach Documents](#)

#### Shipping Address

**(1) Field Office:**  
GSA  
2323 NEW WAY DRIVE  
SUITE 300  
Westphalia, KS 66093

*Individual Receiving Shipment*  
GERRY ADVANTAGE  
888-555-5555  
GERRY.ADVANTAGE@GSA.GOV

[Edit Shipping Address](#)

[Continue](#)

## Step 1. Assign Category & Select Vendors

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

Search:

[View Federal Supply Schedule Listing](#)

To add another "Category", type a the keyword in the search box.

Find it!

e Listing

# Step 1. Assign Category & Select Vendor

Search Criteria: **Surveillance**

**Instructions:** The following categories contain vendors you would like to notify about your RFQ

e-Buy will display a list of all Schedules and SINs within the "Category" column, which contain the keywords entered into the search box. Review each of the SIN descriptions, and try to determine which "Category" most closely matches the requirements. In this example the "Category" 246 42 1 link was chosen.

Source	Description										
58 I	PROFESSIONAL AUDIO/VIDEO <table border="1"> <thead> <tr> <th>Category</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>▶ 58 5</td> <td>Closed Devices designed specifically for <b>surveillance</b>.</td> </tr> </tbody> </table>	Category	Description	▶ 58 5	Closed Devices designed specifically for <b>surveillance</b> .						
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## Step 1. Assign Category & Select Vendors

**Instructions:** Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote.

84 TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY FACILITIES MANAGEMENT, FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPON

Category Description

246 54 Guard Services

13 contractors are available.

Submit

You will repeat step one and select the vendor(s) of your choice. The RFQ will be updated to reflect any additional category

Select all vendors

Vendor	Location	Business Type	Text File	Web page
<input type="checkbox"/> AVAIL NATIONWIDE SECURITY SOLUTIONS INC	OAK PARK , FL	Small Business		
<input type="checkbox"/> BEST CHOICE COMPANY	DOVER , DL	Small Business		
<input type="checkbox"/> BOWERD SECURITY GUARDS	DURHAM , NC	Small Business		
<input type="checkbox"/> BRIGHT LIGHTS SECURITY CORP	MILLVILLE , NJ	Small Business		
<input type="checkbox"/> CIMEX, INC DBA: DEF Inc.	MIAMI , FL	Small Business		
<input type="checkbox"/> SAFETY STATION CORPORATION	JUNE , MO	Small Business		
<input type="checkbox"/> ELLERYX INC	HOLLAND , MI	Small Business		
<input type="checkbox"/> FRAMER SECURITY SERVICES, CORP	MADISON , IL	Small Business		
<input type="checkbox"/> GEAN SOLUTIONS COMPANY	SOUTH WIND , TN	Small Business		
<input type="checkbox"/> GRUMPY GRANDS PRODUCTS & SECURITY SERVICES INC	BEAVER , OR	Small Business		
<input type="checkbox"/> GUMMY HOUSE PROTECTIVE SERVICES CORP	NORWICH , CT	Small Business		
<input type="checkbox"/> HAM BROWN SECURITY, COMPANY	SHELLYTON , ND	Small Business		
<input type="checkbox"/> OPECAN INC	MOTOR , MN	Small Business		

Submit

Step 2. Instruction work, proper Reminder: micro-purchase

The reference number input box is located here. This box was designed to assist customers, such as those who are using the FTS ITSS system, to add their tracking number to the RFQ. It may also be used to add an internal agency reference number.

84: 246 54	6	✖
84: 246 42	6	✖

Add Category

RFQ ID: 76253 Reference #

The buyer must enter a title for the RFQ. The title will help both the buyer and seller identify the RFQ.

RFQ Title (ex: Consulting services; Office Guidance Services)

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)

Delivery terms should be specified in this area.

Line Item (Enter specific line items below)

Mfr. Part/Item #	Manufacturer	Product/Service Name
E D250	Sony	DXP Securicam
IM RS301	Philips	SM Monitor
<input type="text"/>	<input type="text"/>	<input type="text"/>

(1) Change

When the buyer is seeking services, and knows what the period of performance will be, the dates should be specified on this line.

When looking for products, specify the number of days after the receipt of order the seller is expected to deliver the products.

Shipping Address (1) Field Office:

If the requirements are for a service, but the buyer cannot pinpoint the exact period of performance, this option should be selected.

Continue

RFQ ID

RFQ76253

RFQ Title (ex. Consulting services; Office

Guard Services

If products will be included in the RFQ, information about them should be entered in the Line Items area.

Delivery: (specify delivery expected)

- Deliver  days After Receipt of Order (ARO) (Products)
- Date of Award to Date of Completion (Services)
- Period of Performance:  through

Line items can be shipped to multiple locations by selecting the "Change Address" button.

Line Items (Enter specific line items below)

Qty	Unit	Ship Address	Change Address
15	EA	(1)	<a href="#">Change</a>
15	EA	(1)	<a href="#">Change</a>
		(1)	<a href="#">Change</a>

[Add Additional Items](#)

Description (Include a detailed description of s

Line items are brand names or e  
will be considered non compliant

Additional information that needs to be provided to the sellers can be typed into the Description field. Buyers may include information about simple services or indicate that additional documents will be attached for complex services.

Attached Documents: (You may attach a Statement of Work or other documents as necessary)

[Attach Documents](#)

If the buyer already has prepared documents such as a statement of work, drawing, spreadsheet, etc., e-Buy allows them to be easily attached to the RFQ.

Shipping Address

(1) Field Office:

GSA  
2323 NEW WAY DRIVE  
SUITE 300  
Westphalia, KS 66093

GERRY ADVANTAGE  
888-555-5555  
GERRY.ADVANTAGE@GSA.GOV

[Edit Shipping Address](#)

[Continue](#)

## 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 5MB* in size.

No documents attached

### 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](#)

A document can be attached to the RFQ by clicking on the "Browse" button in Step 1.

## Add Attachments

Instructions: You

No documents att

Select the documents from your hard drive and attach them directly to the quote. You may attach as many documents as necessary; however, each document must be less than 5 megabytes in size.

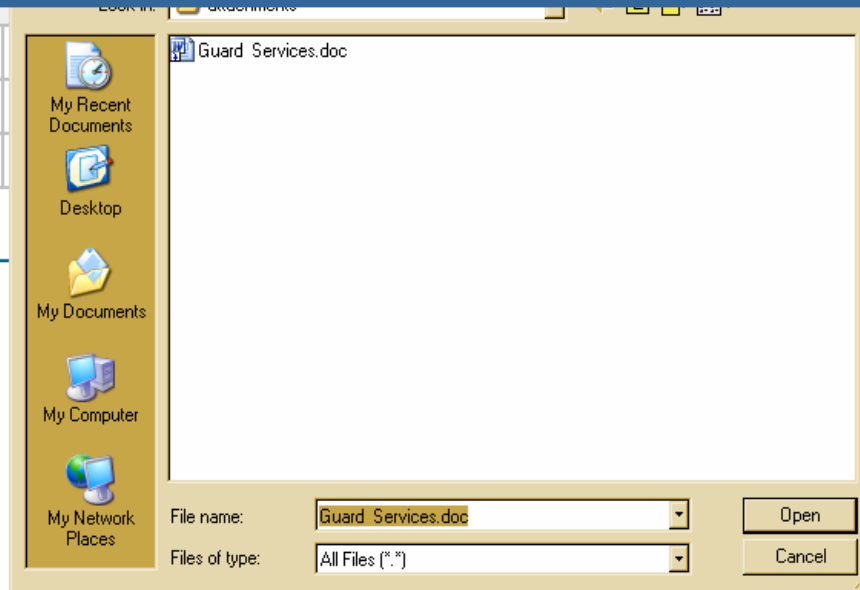
### Attach additional documentation.

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

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

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

[Go Back to RFQ Basic Info](#)



# 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 5MB* in size.

No documents attached

After selecting the documents, click "Upload the File".


Attach additional documentation:	
Step 1 - Select a document for upload	<input type="text" value="H:\attachments\Guard Se"/> <input type="button" value="Browse"/>
Step 2 - Enter a <i>new</i> name for the document	<input type="text"/> (optional)
Step 3 - Click to upload the document	<input type="button" value="Upload The File"/>

[Go Back to RFQ Basic Info](#)

All documents attached will be listed here. Click on the link to review the file.

Add Attachment

**Instructions:** You may attach a statement of work or additional documents to the RFQ as needed. Each document must be *less than 5MB* in size.

Documents Attached to RFQ	Remove
Guard Services.doc	

**Attach additional documentation:**

<b>Step 1</b> - Select a document for upload	<input type="text"/> <input type="button" value="Browse..."/>
<b>Step 2</b> - Enter a new name for the document	<input type="text"/> (optional)
<b>Step 3</b> - Click to upload the document	<input type="button" value="Upload The File"/>

A buyer can also remove a document from the RFQ by clicking here.

[Go Back to RFQ Basic Info](#)

When finished, click "Go Back to the RFQ Basic Info" button.

**RFQ ID**

RFQ76253

 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)

Guard Services

**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
EVO250	Sony	DXP Securicam	15	EA	(1)	<a href="#">Change</a>
IMZRS301					(1)	<a href="#">Change</a>
					(1)	<a href="#">Change</a>

[Add Additional Items](#)

The buyer can verify the files were successfully uploaded by looking in the "Attached Documents" field.

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

Line items are brand names or equivalent. Quotes containing open market items will be considered non compliant.

The buyer's default shipping address should also be verified. This address is taken from the buyer's *GSA Advantage!* profile. The buyer may make changes by clicking on the "Edit Shipping Address" button.

**Attached Documents:** (You may attach a Statement of Work)

Guard Services  
Surveillance Services

[Attach Documents](#)**Shipping Address**

(1) **Field Office:**  
GSA  
2323 NEW WAY DRIVE  
SUITE 300  
Westphalia, KS 66093

After all information has been entered, the buyer will click on the "Continue" button.

[Edit Shipping Address](#)[Continue](#)

## Prepare RFQ - Review

Instructions: Please review the information below.

You may forward this information to the contractor.

After selecting a closing date, make sure to review all information you previously entered. If you need to make changes, click on the "Back" button which will return you to the requirements information page.

**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 submitted - next screen).  
 Select the day your RFQ will close:  Time:   (all times are Eastern)

<b>RFQ ID</b> RFQ76253	<b>Reference #</b>
<b>RFQ Title</b> Guard Services	<b>Delivery</b> From Date of Award to Date of Completion

**Line Items**

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

On the review page, a buyer must specify when the RFQ will close. The minimum requirement for an RFQ to be open is 2 days; but the default is 5 days. Be sure to allow the contractors sufficient time to submit a quote.

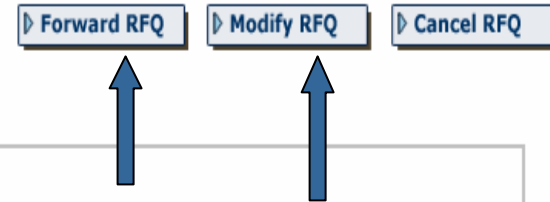
A buyer can specify the RFQs exact closing time in hour increments here. The closing times should be based on the eastern time zone.

When the RFQ is completely finished and ready to be submitted, click the "Submit RFQ" button.



If the RFQ is not immediately ready to submit, it can be "Saved to Draft". The RFQ will be saved, but will not be issued until it is retrieved and submitted.

At this point, the RFQ has been submitted and the clock begins to tick. All sellers, whom were selected, will now receive an email notification about the RFQ. In addition, the RFQ will be posted for viewing by all sellers under that specific SIN.



Guard Services

<b>RFQ Status</b> Open	<b>Delivery Days</b> From Date of Award to Date of Completion
<b>RFQ Issue Date</b> 06/18/2007 10:17:32 AM EDT	<b>RFQ Close Date</b> 06/20/2007 11:00:00 AM EDT

**Line Items**

Mfr. part No./NIGM/Item	Manufacturer	Product/Service Name	Qty	Unit	Ship Address
EVO2					1
IMZRS					1

**Attached Documents:**

Guard Services  
Surveillance Services

**Shipments**

At any time, while the RFQ is "Open", the buyer may modify the contents of the RFQ. This can be done by selecting "Modify RFQ". After completing the modification, all sellers who were selected or who have submitted quotes, will be notified, via email, of the changes.

## 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
RFQ76253	Guard Services	Closed	06/20/2007 11:00:00 AM EDT	2
RFQ76252	Guard Services	Closed	06/19/2007 03:00:00 PM EDT	5

By clicking on the message board or the "My RFQs" link at the top of the page, the buyer may access the RFQ.

After the RFQ closing date has arrived, e-Buy will send an email message alerting the buyer the RFQ has closed and that it is now time to review the quotes and make an award.

My Account

[My RFQ History](#)

Instructions

The "My RFQs" page now contains a single line summary of each active RFQ.

Note: Click on the column header to sort.

RFQ ID	RFQ Title	Status	Close Date	Responses Received
<a href="#">RFQ76253</a>	Guard Services	Closed	06/20/2007 11:00:00 AM EDT	2
<a href="#">RFQ76252</a>	Guard Services	Closed	06/19/2007 03:00:00 PM EDT	5

To view the RFQ detail for RFQ76253, simply click on the RFQ ID.

# RFQ Detail

By clicking on this link, all activity for the RFQ will be displayed.

**Instructions:** To view a quote, click within 15 days of the RFQ closing.

To send the RFQ to another person If the RFQ has "Closed", you may r

Note: Buyers may review submitted quotes at any time prior to the RFQ closing; however, they will not be able to make an award until after the RFQ officially closes.

RFQ ID: **RFQ76253** Reference #: RFQ Close Date: 06/20/2007 11:00:00 AM EDT

RFQ Title: Guard Services

RFQ Status: Closed

[FORWARD RFQ](#)

Quote ID	Vendor	Date Recvd	Quote Status	Quote good until	PO	Vendor Attachments	Buyer Notes
<a href="#">RFQ76253-HBV</a>	BRIGHT LIGHTS SECURITY CORPS	06/19/2007	Pending Response	08/19/2007	n/a	<a href="#">Guard Services and Products</a>	Best value
<a href="#">RFQ76253-PHP</a>	ELLERYX INC.	06/19/2007	Pending Response	08/19/2007	n/a		

To begin reviewing quotes, click on the "Quote ID" number.

View any notes here. These notes are only visible to the buyer.

Be sure to review the quotes prior to the "Quote Good Until" time established by the seller.

View all vendor attachments here. Click on the attachment to open it.

The seller's contact information is displayed here.

This is the first quote for the buyer to review. The buyer should review all quotes prior to making an award.

**Instructions:** Please review the vendor quote below. All quotes should be e-submitted with FAR 8.404. Make sure to check for attached documents the vendor may have included with their quote.

The seller's total quote price, quote good until date, prompt pay, and shipping information is located here.

[to RFQ Detail](#)

Printer Friendly Version 

RFQ ID: **RFQ76253** Reference #:   
 RFQ Title: Guard Services   
 RFQ Status: Closed RFQ Close Date: 06/20/2007 11:00:00 AM EDT

Quote ID: RFQ76253-HBV   
 Quote Status: **Pending Response**   
 Vendor: BRIGHT LIGHTS SECURITY CORP   
 Contract Number: GS-55F-5555P   
 Schedule/SIN: 84/246 54, 246 42 1   
 Contact: Monty Ladds   
 555-525-5555   
 monty.ladds@brightlts.com



Total Quote Price: **\$80,750.00**   
 This quote is good until: 08/19/2007 10:00:00 AM EDT

The seller has submitted an attached document containing a proposal in response to the buyer's Statement of Work. The buyer should review all attached documents.


Line Items (Specific items added by the vendor to compare)						
Mfr. Part/Item #	Manufacturer	Quantity	Unit Price	EA	Amount	Amount
EVO250	Sony					
			DXP Securicam	15	\$300.00	\$4500.00
IMZRS220						

We have added the ability for buyers to add notes to each quote. These notes will be visible only to the buyer and can be viewed from the RFQ Detail page. Type in your note here and click "Save Note". Please remember that once saved, these notes will become a part of the RFQ file.

Vendor Co  
Pricing is b  
Vendor Att  
Guard Ser

Total Quote: **\$80,750.00**

Add notes about this quote below, then click "Save Note". Notes may not extend more than 200 characters. (Vendors will not be able to see these notes)



[Award - Notify Vendor](#)

[Do Not Award - Notify Vendor](#)

**What happens when I click "Award"?**  
Clicking "Award - Notify Vendor" generates an email to the vendor notifying them of the award, it does not obligate funds. Once awarded, you may generate a purchase order using the e-Buy system or via your own ordering system. If using e-Buy, you will see a new link ?Create PO? next to the vendor's quote (at the My RFQs screen). Clicking on this link will start the PO generation process. Currently, payment is by credit card only.

**What happens when I click "No Award"?**  
By clicking on "Do Not Award - Notify Vendor" an email message will be sent to the vendor alerting them of your "No Award" decision.

The quote pricing is broken down and totaled at the bottom. The "Total Quote" includes any line items, transportation costs, and pricing included within the attached documents.

Note: Before making an award, the buyer should review all submitted quotes.

[Back to RFQ Detail](#)

Printer Friendly Version

RFQ ID: **RFQ76253**  
 RFQ Title: Guard Services  
 RFQ Status: Closed

Reference #:

You can also print a copy of each vendor's quote.

Quote ID: RFQ76253-HBV

Quote Status: **Pending Response**

This quote is good until: 08/19/2007 10:00:00 AM EDT

Prompt Pay: 0 Days 0%

Vendor: BRIGHT LIGHTS SECURITY CORP

Contract Number:

Schedule/SIN:

Contact: Monty

555-525-5555

monty.ladds@b

Line Items (Sp

Mfr. Part/Item #

EVO250

IMZRS220

Vendor Comm

Pricing is based

After reviewing all quotes, the buyer has decided to make an award to this seller. The buyer should click on the "Award-Notify Vendor" button. Clicking this button generates an email message to the seller, alerting them of the award decision. Selecting this button does not obligate funds. The buyer may generate a purchase order online using e-Buy or go offline and use their own order and payment system.

Vendor Attached Documents:

Guard Services and Products

Total Dollar Amount in Attached Documents:	\$71,000.00
FOB Transportation Costs:	\$0.00
<b>Total Quote:</b>	<b>\$80,750.00</b>

Add notes about this quote below, then click "Save Note". Notes may not extend more than 200 characters. (Vendors will not be able to see these notes)

[Save Note](#)

[Award - Notify Vendor](#)

[Do Not Award - Notify Vendor](#)

**What happens when I click "Award"?**

Clicking "Award - Notify Vendor" generates an email to the vendor notifying them of the award, it does not obligate funds. Once awarded, you may generate a purchase order using the e-Buy system or via your own ordering system. If using e-Buy, you will see a new link ?Create PO? next to the vendor's quote (at the My RFQs screen). Clicking on this link will start the PO generation process. Currently, payment is by credit card only.

**What happens when I click "No Award"?**

By clicking on "Do Not Award - Notify Vendor" an email message will be sent to the vendor alerting them of your "No Award" decision.

## Quote Award Confirmation

You have chosen to send an award notification to [BRIGHT LIGHTS SECURITY CORP](#). Once confirmed, e-Buy will send the award notice via e-mail.

[▶ Back](#)[▶ Confirm Award](#)

Note: You may generate a purchase order using your internal purchase order system.

An award confirmation screen is displayed, allowing the buyer to confirm the award decision.

## Additional Notifications

A "No Award" e-mail notice can also be sent to some or all remaining vendors listed below. Please make your selection and click Submit.

- Send "No Award" notices to ALL vendors below
- Do not send any "No Award" notices

**Submit**

Do Not Notify	Quote ID	Vendor
<input checked="" type="checkbox"/>	RFQ76253-PHP	ELLERYX INC.

After making an award, the buyer can request e-Buy to send "No Award" email notices to the remaining sellers who did not receive an award. The buyer must check the "Send No Award" notices box to initiate the emails.

## RFQ Detail

The "My RFQs" page now reflects the award decision the buyer has just made.

**Instructions:** To view a quote, click on the "Quote ID". Quotes may be reviewed 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.

[NO AWARD - NOTIFY VENDORS](#) | [FORWARD RFQ](#) | [MOVE TO RFQ HISTORY](#) | [RE-ISSUE RFQ](#)

RFQ ID: **RFQ76253**

Reference #:

RFQ Title: Guard Services

RFQ Status: **Closed**

RFQ Close Date: 06/20/2007 11:00:00 AM EDT

Quote ID	Vendor	Date Recvd	Quote Status	Quote good until	PO	Vendor Attachments	Buyer Notes
<a href="#">RFQ76253-HBV</a>	BRIGHT LIGHTS SECURITY CORPS	06/19/2007	<b>Awarded</b>	08/19/2007	<a href="#">Create PO</a>	<a href="#">Guard Services and Products</a>	The best value
<a href="#">RFQ76253-PHP</a>	ELLERYX INC.	06/19/2007	<b>Not Awarded</b>	08/19/2007	n/a		

If upon reviewing the quotes, the buyer did not find a contractor who met their requirements, e-Buy now allows you to reissue the RFQ. By clicking on the RFQ link, the buyer will have to repeat Step 1 of selecting contractors, but all of the information added during Step 2 will be retained.

If a buyer does not have the authority to make an award, e-Buy provides the buyer the option of forwarding the RFQ to another person in the office. This can be done by clicking on the "Forward RFQ" link.

## Forward RFQ

**Instructions:** Enter a password, recipient commas (Ex. person1@gsa.gov, person2@gsa.gov). The recipient can perform all editing functions.

Please do not forward RFQs to vendors, they cannot access forwarded RFQs. You must modify the RFQ if you wish to send it to additional vendors.

RFQ Number:

RFQ76253

RFQ Title:

Guard Services

RFQ Password:



From:

Tania Member

Recipient's Email Address/es:

(When using more than one address, please separate with commas)

Comments:

Forwarding RFQs is intended for in-house purposes only. When forwarding an RFQ, for security purposes, you must enter a password. This password can be used by all recipients of the RFQ.

The email address of the person(s) to whom the RFQ will be forwarded should be entered here.

Note: All recipients of the RFQ will have full viewing and editing capabilities.

**M***y Active RFQs*

To access your RFQ History, Click the "My RFQ History" button.

[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
<a href="#">RFQ76253</a>	Guard Services	Closed	06/20/2007 11:00:00 AM EDT	2
<a href="#">RFQ76252</a>	Guard Services	Closed	06/19/2007 03:00:00 PM EDT	5

# My RFQ History

[My Active RFQs](#)

**Thanks for using e-Buy!!!**

**Instructions:** Listed below are RFQs in your " folder.

ou move them to the "Active"

Note: Click on the column header to sort.

RFQ ID	RFQ Title	Status	Close Date	Responses Received
RFQ205420	IT Services	Closed	05/18/2007 03:00:25 PM EST	7
RFQ203105	Management Services	Cancelled	03/19/2007 11:00:00 AM EST	0
RFQ151230	Security Equipment	Closed	01/18/2007 04:00:40 PM EST	5

e-Buy has incorporated a "My RFQ History" section. This area will electronically store all information about each of the buyer's RFQs. The information will be stored for seven (7) years.