



# 82 CONS CUSTOMER TRAINING





# OVERVIEW



- **Big Picture Process**
- **Requirements Package**
- **GPC Refresher**
- **Mandatory Sources**



---

# ***REQUIREMENTS PACKAGE***





# *(Possible) Required Items*



1. Independent Government Estimate (IGE)
2. Form 9\* *or* ECARS\*
3. Statement of Objectives/Work (SOO/SOW)\*
4. Sole Source/Brand Name Justification Letter\*
5. Form 332\*
6. WOMS\*

\*As applicable – see rest of presentation



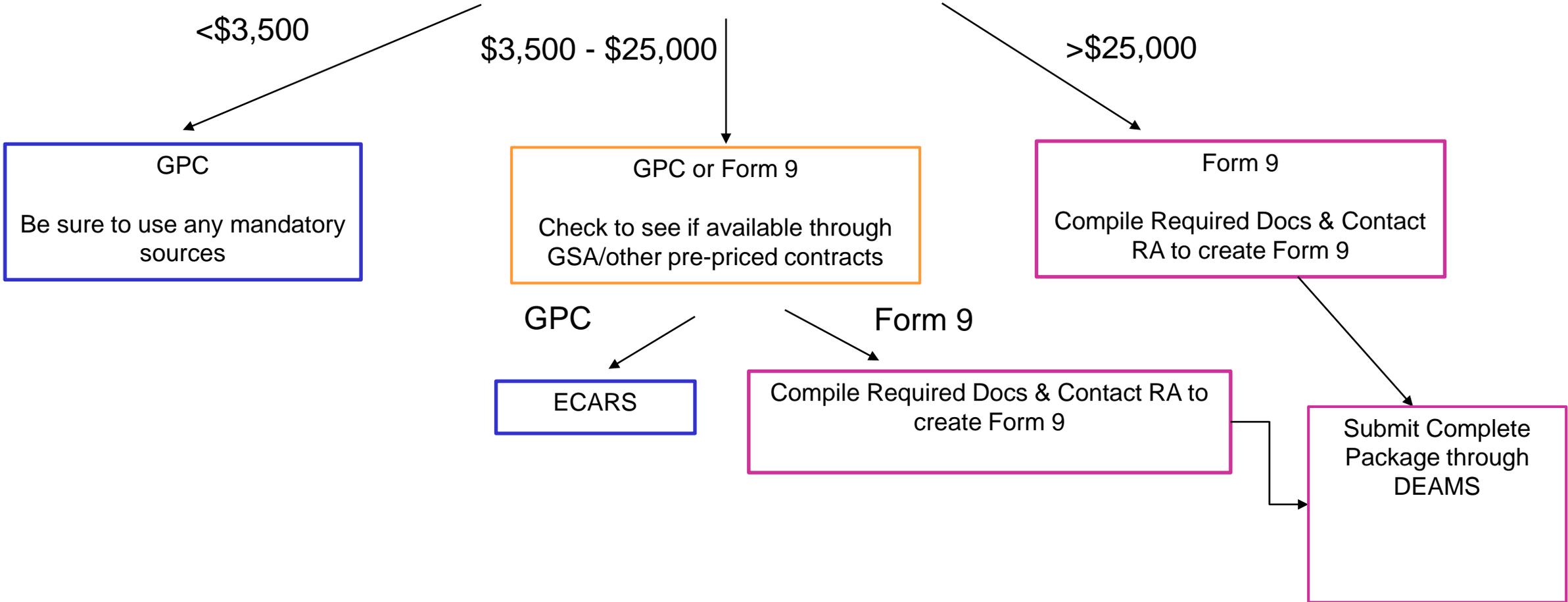
# *Independent Government Estimate (IGE)*



- **What It Is:** The IGE is your estimate of what something will cost.
- **When You Need It:** Always (step #1 in any acquisition)
- **How to Get It:** Conduct basic research (e.g. online search), review previous purchase costs, catalogues, personal knowledge, or vendor quotes. (WARNING: Never obligate the government if requesting quotes. Ensure the contractor understands you are collecting pricing information for research purposes only).



# IGE: How Much Will This Cost?





# Form 9



- **What It Is:** A Purchase Request (PR) itemizing the products/services, quantities, and estimated prices so as to set aside funds for the purchase. A planning Form 9 is for planning purposes only with the hope that the item will be funded at the end of the fiscal year.
  - Example: “Fencing...1500 linear ft....\$30,000”
- **When You Need It:** For purchases estimated to cost over \$25,000 or that are otherwise unavailable through GPC purchasing.
- **How to Get It:** Contact the Resource Advisor (RA). They will need to be provided with all the other required, as applicable (SOO/SOW, Form 332, WOMS, Sole Source/Brand Name Letter) in order to submit entire package into DEAMS.



# Statement of Objectives (SOO) / Statement of Work (SOW)



## Statement of Objectives

- **What It Is:** A broad description of the end result required.
- **When You Need It:** When the Form 9 item description needs further details/explanation
- **How to Get It:** Type this up as word document—there is no official template.
- **Pitfalls:** Being too vague can leave room for interpretation – assumes too much is ‘common sense’.
  - Example:
    - Description: “Old fencing is to be torn down and replaced with new fencing equal in quality to the old fencing.”
    - Result: White picket fence instead of rod iron. Old Fence not hauled away. No gate.

## Statement of Work

- **What It Is:** A more specific description of the requirement and how the product/services will be provided.
- **When You Need It:** When the Form 9 item description needs further details/explanation and a broad description will not be sufficient to ensure
- **How to Get It:** Type this up as word document—there is no official template.
- **Pitfalls:** Being too specific can lock the government into non-sensible or costly results – eliminates contractor’s ability to use common sense
  - Example:
    - Description: “The old fencing is to be torn down and hauled away. New fencing must be 4.5 ft. tall, rod iron poles 3 cm in circumference. Install gate w/ left swinging hinge at longitude/latitude [coordinates]”.
    - Result: 3 cm poles not available locally—shipped from Pennsylvania at much higher price. Incorrect GPS coordinates places gate in awkward location where door cannot swing open.



# Brand Name / Sole Source Justification Letters



## Brand Name Justification Letter

- **What It Is:** Letter explaining why only one brand is technically acceptable.
- **When You Need It:** When (really and truly) only one brand is technically acceptable.
- **How to Get It:** Type up as an official, signed letter.
  - Example: Nike Shoes  
↳ This is a brand. Lots of retailers sell Nike (Not Sole Source)

## Sole Source Justification Letter

- **What It Is:** Letter explaining why only one vendor can provide a technically acceptable product/service.
- **When You Need It:** When (really and truly) only one vendor can provide the product/service.
- **How to Get It:** Type this up as an official, signed letter.
  - Example: TO directs use of specific software to which only one vendor has proprietary rights (not distributed through retailers).



# Form 332 & WOMS (Coordination Forms)



## Form 332

- **What It Is:** Coordination/approval for altering real property
  - Note “real property” means...
- **When You Need It:** When the requirement will alter real property
- **How to Get it:** Contact CE

## WOMS

- **What It Is:** Coordination/approval for tech items
- **When You Need It:** When you are buying tech/computer items.
- **How to Get it:** Contact your squadron computer specialist



# Summary



1. Independent Government Estimate (IGE)
2. Form 9\* or ECARS\*
3. Statement of Objectives/Work (SOO/SOW)\*
4. Sole Source/Brand Name Justification Letter\*
5. Form 332\*
6. WOMS\*



DEAMS\*\*

\*As Required

\*\*For Form 9s...for GPC → ECARS



---

# Questions?



---

# ***GPC REFRESHER: Request for a Single Purchase Limit Increase***





# AUTHORITY



- AFI 64-117, authorizes some uses of the GPC above \$3,500 when authorized
  - **Authority can not be granted to exceed Services threshold (\$2,500) or Construction threshold (\$2,000)**
  - **Limited to not more than \$25,000 per transaction in ordering items from pre-priced contracts and agreements**
    - *Federal Supply Schedules (FSS)*
    - *Blanket Purchase Agreements (BPA),*
    - *Indefinite Delivery/Indefinite Quantity (ID/IQ contracts, etc..)*
  - **Authority may be granted to make purchases up to \$25,000 per transaction for specific products from priority source**



# AUTHORITY



- **FPI**
- **Ability One Agencies**
- **Stock Programs of GSA (i.e.. Global Supply) and Defense Logistics Agency (DLA)**
- **Training & Education Office personnel for government, commercial and off-the-shelf training and education up to \$25,000 for individual event or planned series of the same training event, activity or course material**
- **Services from DAPS**
  - **Considered an intra-Governmental transaction; micro-purchase threshold does not apply; however, \$25,000 single-purchase limit does apply**
  - **Transaction that do not meet the DAPS criteria stated above can use other funding vehicles (i.e.. MIPR or DD Form 282, DoD Printing Requisition/Order)**



# PROCEDURES



- For each request over the micro-purchase threshold, data must be submitted in the Government Purchase Card Express Contract Action Report System (ECARS) at <https://www.afcontracting.hq.af.mil/gpcreport>
  - **Registration is required for all roles except for CHs**
    - **CHs will provide profile information upon first use of ECARS under the “Approval/Data” Form tab**
    - **AOs and A/OPC are required to evaluate and approve request**
- Same rules/prohibitions for use of GPC card apply
  - **Still prohibited from splitting requirements to avoid the \$3,500 limitation for purchasing and the \$25,000 limitation for ordering against pre-priced contracts**



# GENERAL INFORMATION



- The following applies only when CHs are *specifically authorized* to make purchases over the micro-purchase threshold
- When purchasing from FSSs, BPAs or other pre-priced contractual agreements
  - **CHs must review prices on at least three schedule contracts/agreements and select the best value for your requirement**
    - **Ensure items are being compared with same or similar item**
  - **If less than three sources are available, you must justify restricted competition consideration in writing for a determination prior to purchase**



# PROCEDURES



- **Urgent/compelling; results in serious injury, financial or other to the Government**
  - **Poor planning is not a valid circumstances**
- **Only one source**
- **Item(s) are particular to one manufacturer (e.g. a particular brand name). Brand name specifications shall not be used unless the particular brand name, product, or feature is essential to the government's requirements, and market research indicates other companies similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the agency's needs**
- **Seek out small business sources of supplies/services**

**Rule of Two: Each acquisition of supplies that has an anticipated dollar value > \$3,500 is reserved exclusively for SB concerns; unless a determination has been made that there is not a reasonable expectation of obtaining offers from two or more responsible SB business concerns that are competitive in terms of market prices, quality, and delivery**



# VALUABLE TIPS



- Identify yourself as a Scheduled customer whenever placing an order
- Ask Schedule contractors for their contract numbers and Pricing
  - **They should cite the appropriate Schedule contract number on the quote to ensure you receive schedule contract prices**
  - **They *can not* charge you more than the schedule contract price...contact the A/OPC if this happens**
  - **ASK FOR DISCOUNTS!** You may request a price reduction at any time before placing an order; especially when you determined that a supply/service is available elsewhere at a lower price



# VALUABLE TIPS



- **Ensure all supplies/services ordered are within the scope of their GSA schedule contract**
  - **Schedule holders are required to provide one copy of their pricelist upon request to any ordering activity**
  - **Ensure the vendor is responsible for delivery IAW GSA terms & conditions (i.e.. FOB Destination vs. FOB Origin)**
- **Determine if all items are on a pre-priced contract**
  - **Schedule holders should clearly label non-schedule items, to differentiate items that are on a GSA Schedule contract.**
  - **Items not on schedule are usually identified as “OPEN MARKET” or “INCIDENTAL”**



*Schedule GPC survival training by contacting the GPC Team at [GPC22@us.af.mil](mailto:GPC22@us.af.mil)*





# USEFUL TOOLS



- GSA eLibrary is the official online source for complete GSA and VA Schedules information
- GSA eBuy is an online RFQ system that allows ordering activities to post requirements, obtain quotes and issue orders electronically.
- GSA AFAdvantage is the official online source for AF BPAs and such



# GSA RFQ Tips



## Can I browse without registering?

Yes, you may browse the entire offering of products and services without registering.

- **Keyword Search** - type in a keyword, part number, National Stock Number (NSN) manufacturer, contractor, or contract number in the search box. Select one of the categories from the drop down menu and click the "go" button.
- **Browse by Category** - Browse by products, services or Special Programs then click on product, service or Special Program subcategory that best fits what you are searching for.
- **Advanced Search** - Advanced search allows you to search for an exact phrase in a particular product or service field, restrict your search by category, price, minimum order, or socioeconomic factors, and limit your display options.

### ***Poor Keyword Search:***

Entering only "printer" will produce search results that will include not only printers, but thousands of other items including printer ribbons, printer cartridges, printer stands, printer labels, etc.

### ***Better Keyword Search:***

Better Keyword Search: ACME 123Z inkjet printer within the category IT Solutions & Electronics



# Cont.



## Evaluation criteria:

- Buyer should include in the RFQ any criteria that will be used to evaluate quotes and make awards (i.e. socio-economic goals, contractor past performance, acceptance of brand name or equal, etc.).
- If buyer will consider alternative solutions, lower quantities, etc., be sure to specify these considerations in the RFQ.
- Brand Name or equal

## RFQ Open/Close Date/Time:

- Buyer must indicate how long the RFQ will remain open (# of days). RFQs must remain open for a minimum of 48 hours (this gives time for sellers to be notified and to quote). Default setting is 5 calendar days.
- RFQ close time is defaulted to the same hour of day as when the RFQ is posted. This time may be changed when you create your RFQ if necessary.

## Modifying or cancelling RFQ:

- Buyer may modify or withdraw an RFQ if necessary (once it has been posted and before it closes). Sellers will be notified via e-mail if this occurs.

## Forwarding an RFQ:

- Buyer may forward an RFQ via e-mail to another individual(s) within their organization. Please do not forward RFQs to vendors (including both those under GSA contract and those not under contract). Vendors cannot access forwarded RFQs. If you wish to add a vendor to your RFQ, you must modify the RFQ then add the vendor.



# GSA Market Research



Enlarge/More Views >>

**\$8,432.34 EA**  
sold and shipped by  
S.D.W. ENTERPRISES,  
INCORPORATED

### MULE 4010 4X4

**Mfr Part No.:** KAF620MHF  
**Contractor Part No.:** KAF620MHF  
**Manufacturer:** KAWASAKI MFG  
**Contract No.:** GS-03F-0083T (ends: Jun 30, 2022)  
**MAS Schedule/SIN:** 078/251 1  
**Warranty:** STANDARD WARRANTY  
**Made In:** UNITED STATES OF AMERICA  
**Weight:** 1,000 LB

**DISAST PURCH** Disaster Purchasing items

When sending in quotes send this page so we can see the lowest priced vendors.

### Compare Available Sources

Quantity:  [Add to Cart](#)

**Instructions:** Select price below, enter qty at left, then Add to Cart. To view another contractor description, simply select the Contractor in the list below. [Ir](#)

	Price/Unit	EA	Features	Contractor	Socio	Photo
<input type="radio"/>	\$8,432.34	EA		<b>S.D.W. ENTERPRISES, INCORPORATED</b>	S	
<input type="radio"/>	\$9,000.00	EA		DAVIS SERVICE CENTER, INC	s d w v wo	
<input type="radio"/>	\$9,042.94	EA		UV COUNTRY INC	S W V	
<input type="radio"/>	\$9,142.00	EA		HOK, INC.	S	
<input type="radio"/>	\$9,145.70	EA		CARTER LEE H BUILDING SERVICE	S	
<input type="radio"/>	\$9,186.00	EA		JONES EQUIPMENT & TURF, INC.	S W WO	
<input type="radio"/>	\$9,222.77	EA		G, J&L INC	S	
<input type="radio"/>	\$9,248.00	EA		WJC INC	S	



# Cont.



Home > Product Detail



[Enlarge/More Views >>](#)

**\$9,145.70 EA**  
sold and shipped by  
CARTER LEE H BUILDING SERVICE

## 2017 MULE 4010

<b>Mfr Part No.:</b>	KAF620MHF
<b>Manufacturer:</b>	KAWASAKI
<b>Contract No.:</b>	GS-03F-011GA (ends: Oct 27, 2021) 
<b>MAS Schedule/SIN:</b>	078/251 1
<b>Warranty:</b>	36 MO
<b>Made In:</b>	UNITED STATES OF AMERICA
<b>Weight:</b>	1433.000 LB

### Volume Discounts:

- 1 - 2 \$9145.70
- 3 - 6 \$9099.97
- 7 - 10 \$9077.11
- 11 - 99999999 \$9054.23

**DISAST PURCH** Disaster Purchasing items

When sending in quotes  
send in each individual vendor  
so that we can see the GSA  
contract number

[Compare Available Sources](#)



# Cont.



Notes		S.D.W. ENTERPRISES, INCORPORATED (GS-03F-0083T)				Get a Quote (eBuy)
F-1		MULE 4010 4X4 KAF620MHF	Direct Delivery 30 days delivered ARO	Qty <input type="text" value="3"/>	\$8,432.34 EA [reduce price]	\$25,297.02
		Mfr: KAWASAKI MFG				
<a href="#">Add this page to show quantity totals</a>					Sub Total:	<b>\$25,297.02</b>
Notes		DAVIS SERVICE CENTER, INC (GS-03F-103DA)				Get a Quote (eBuy)
F-2		2017 KAWASAKI MULE 4010 4X4 KAF620MHF	Direct Delivery 30 days delivered ARO Options/Accessories	Qty <input type="text" value="3"/>	\$9,000.00 EA [reduce price]	\$27,000.00
		Mfr: KAWASAKI				
					Sub Total:	<b>\$27,000.00</b>
Notes		UV COUNTRY INC (GS-07F-5823R)				Get a Quote (eBuy)
F-3		2017 KAWASAKI MULE 4010 4X4 KAF620MHF	Direct Delivery 10 days shipped ARO	Qty <input type="text" value="3"/>	\$9,042.94 EA [reduce price]	\$27,128.82
		Mfr: KAWASAKI				
					Sub Total:	<b>\$27,128.82</b>



Monday, April 13, 2009  
Welcome  
TANIA MEMBER

Messages  
No messages at this time

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

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

On the left is the message center which displays alerts of recent activity concerning your RFQs.

The first step of the RFQ process is to find sources for the product or  
Search Option # 1. Click on a category in the category guide.



Category Guide

Search Option # 3. Type in a Keyword,  
Contract number, Contractor, Manufacturer name,  
Schedule, SIN or GWAC number.

- ▶ Vehicles & Aircraft
- ▶ Wildland Fire Equipment
- ▶ GSA Multiple Award Schedules
  - ▶ View Schedule Listing
  - ▶ View Schedule Information
- ▶ GSA Technology Contracts
  - ▶ View Technology Contracts
  - ▶ View Technology Contracts Information

Search Option #2. Click on "View Schedule listing", to view the complete list of the Multiple Award Schedules or click "View Technology Contracts" to view the complete list of IT, GWAC and Network Services Telecommunications Contracts.

For this example, search option # 1, the category guide, was used to search for "Security Guard Services". The category that was selected was " Law Enforcement, Fire & Security".





### Step 1. Assign Category & Select Vendors

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

Search:  all the words [Find it!](#)

[View Federal Supply Schedule Listing](#)

## Law Enforcement, Fire, & Security



Search here for total solutions on law enforcement, security, facilities management, fire, rescue, clothing, marine craft and emergency/disaster response.

Source	Description
84	VEHICULAR MULTIPLE AWARD SCHEDULE (VMAS)
84	TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE - The Local Preparedness Acquisition Act, signed June 26, 2008, authorizes state and local governments to purchase from GSA alarm and signal systems, facility management systems, firefighting and rescue equipment, law enforcement and security equipment, marine craft and related equipment, special purpose clothing, and related services.
874	LOGISTICS WORLDWIDE (LOGWORLD)

Schedule 84 is the most logical choice to find "security guards services".



All the SINs in the selected Schedule are now displayed in the "Category" column.

Step 1. Assign Category

Instructions: The category 'Category' that meets your requirements.

To begin choosing vendors, click on the

Search: [input] all the words [dropdown] Find it!

View Federal Supply Schedule Listing

Law Enforcement, Fire & Security

84 TOTAL SOLUTIONS

Category Description

When choosing a "Category", please review each of the descriptions, to determine which "Category" most closely matches your requirements.

426 5B

Armored vehicles and other miscellaneous vehicles including, but not limited to boats, temporary jail cells, mobile jail cells (in vehicles) and air services required to provide armored products. Does not include rental or leasing of armored vehicles at this time.

FASTER RESPONSE

es and other

on any other type vehicle or

246 40

Intrusion Alarms and Signal Systems - Including audible and visible warning devices (no personal alarms)

246 42 1

Facility Management Systems - (Including Accessories and Repair Parts. Computerized Systems for Surveillance, Monitoring, Controlling, Signaling and Reporting Multiple Functions. Security Functions (i.e., access control, fire detection, intrusion, etc.)

246 42 2

Facility Management Systems and Facility Management Functions (including heating, ventilation and air conditioning, chillers)

In this example, "Category" 246 52 was selected.

Multiple Functions. Energy

246 42 3

Facility Management Systems - including accessories and repair parts. - Computerized systems for surveillance, monitoring, controlling, signaling and reporting multiple functions. Systems capable of both security functions and energy management functions

246 99

Introduction of New Products/Services relating to Alarm and Signal Systems/Facility

246 43

Perimeter Security/Detection Systems - including but not limited to Fencing, Sensors, etc.

246 50

Ancillary Services relating to Security/Facility Management Systems - Including services necessary to install the system (design through startup), maintain the system (including maintenance agreements, or training). Excludes construction

246 51

Installation of Security/Facility Management Systems Requiring Construction.

246 52

Professional Security/Facility Management Services - Including training and facility management consulting

246 53

Facility Management and Energy Solutions - Includes, but not limited to projects using appropriated funds as well as alternative financing methods through the use of Energy Savings Performance Contracts (ESPC's) in accordance with the National Energy Conservation Policy Act (NECPA) as amended by the Energy Policy Act of 2005 (EPACT). Projects include energy audits, project management, and energy upgrades of HVAC, Lighting, Controls, etc.

246 54

Protective Service Occupations - Including Security Guards, Alarm Monitors, Baggage Inspectors, Corrections Officers, Court Security Officers, Detection Dog Handlers, Detention Officers, Firefighters, Police Officers, Categories to support Operation On-site of Security Functions, and other support and related categories.

465 10

Emergency Patient Transportation and Immobilization Devices: - Handicapped Evacuation Devices, Stretcher Chairs, Scoop Stretchers, Basket Stretchers, Splints, Fraction Aids, Cervical Spine Immobilization Collars, Ked or Similar Devices and Extraction Devices

465 11

Fire Extinguishing/Suppressing Products, Retardant, Foams and Equipment: - Includes but not to Foam Concentrate, Wetting Agent, Fire Extinguishers (excluding "Halon" fire extinguishing devices), Slip-on Firefighting Units, Pumps, Portable Tanks (folding or collapsible) and Chemical Mixing Equipment (foam proportioners, injectors, eductors).



Step 1. Assis

This page displays all the sellers who have contracts under "Category" 246 52 and have their catalogs listed on GSA Advantage!

Instructions: your RFQ. The satisfy FAR req Reminder: Other

You can click on the contractor's name to view information about the company such as address, phone number, and point of contact information.

84 TOTAL Category Descri

For additional information, click on the web page symbol to visit the seller's website.

Select all vendors

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

Display: All Business types Small Business SBA Certified 8(a) Firm SBA Certified HUBZone Firm

eBuy allows you to re-sort the seller listing by socio-economic status. If you want to view only sellers whom are "Small Business" When the RFQ is a set-aside for a small business, select the socio-economic code from the drop-down. Only contracts who fall under that socio-economic code can bid on the RFQ. labor rates, services, terms, etc. The text files can be helpful when doing market research and procuring services.

		Text File	Web page
<input type="checkbox"/>	FRAMER SECURITY SERVICES, CORP		
<input type="checkbox"/>	GEAN SOLUTIONS COMPANY		
<input type="checkbox"/>	GRUMPY GRANDS PRODUCTS & SECURITY SERVICES INC		
<input type="checkbox"/>	GUMMY HOUSE PROTECTIVE SERVICES CORP		
<input type="checkbox"/>	HAM BROWN SECURITY, COMPANY		
<input type="checkbox"/>	OPECAN INC		
	MADISON , IL Small Business		
	SOUTH WIND , TN Small Business		
	BEAVER , OR Small Business		
	NORWICH , CT Small Business		
	SHELLYTON , ND Small Business		
	MOTOR , MN Small Business		

Submit



Step 1. A

Upon completion of market research and contractor selection, Click the "Submit" button to proceed to Step 2.

Instruction

your RFQ. 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. Reminder: Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation.

quote on order to

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

Category Description

246 52 Professional Security/ Facility Management Services

13 contractors are available.

Submit

Select all vendors

Display: All Business types, Small Business, SBA Certified 8(a) Firm, SBA Certified HUBZone Firm. Includes instructions: Hold the 'Ctrl' key to select all that apply. This allows sorting for selection/invitation purposes only. It does not prevent unselected vendors from submitting quotes.

Is this a small business set-aside?

If small business set-aside, select small business program

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

Table with 5 columns: Vendor, City, State, Socio-economic, Text File, Web page. Lists 13 vendors including AVAIL NATIONWIDE SECURITY SOLUTIONS INC, BEST CHOICE COMPANY, BOWERD SECURITY GUARDS, BRIGHT LIGHTS SECURITY CORP, CIMEX, INC, SAFETY STATION CORPORATION, ELLERYX INC, FRAMER SECURITY SERVICES, CORP, GEAN SOLUTIONS COMPANY, GRUMPY GRANDS PRODUCTS & SECURITY SERVICES INC, GUMMY HOUSE PROTECTIVE SERVICES CORP, HAM BROWN SECURITY, COMPANY, and OPECAN INC.

Submit



### Step 1. Assign Category & Select Vendors

Instructions  
your RFQ  
satisfy  
Reminder

You will repeat step one and select the vendor(s) of your choice. Click the "Submit" button.

you would like to quote on  
all vendors listed. In order to  
a quote.  
tion.

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

Category Description

246 52 Professional Security/ Facility Management Services

13 contractors are available.

Submit

Select all vendors

Display: All Business types

- Small Business
- SBA Certified 8(a) Firm
- SBA Certified HUBZone Firm

Is this a small business set-aside?

If small business set-aside, select small business program

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

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

Vendor	City, State	Socio-economic	Text File	Web page
<input type="checkbox"/> 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 1. A

Upon completion of market research and contractor selection, Click the "Submit" button to proceed to Step 2.

Instruction

your RFQ. 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. Reminder: Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation.

Quote on order to

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

Category	Description
----------	-------------

246 52 Professional Security/ Facility Management Services

13 contractors are available.

Submit

Select all vendors

Display:

- All Business types
- Small Business
- SBA Certified 8(a) Firm
- SBA Certified HUBZone Firm

Is this a small business set-aside?

If small business set-aside, select small business program

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

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

Vendor	City, State	Socio-economic	Text File	Web page
<input type="checkbox"/> 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



# The requirements for the RFQ are entered on the "Step 2. RFQ Information" page.



## Step 2. RFQ Information

Instructions: Please enter your RFQ information below. If necessary, you may attach supporting documentation, such as statements of work, proposals, etc., by clicking on the "Attach Documents" button.

If you are procuring services or products using funds from the American Recovery & Reinvestment Act of 2009, this box should be checked. This is used to inform the seller and for your documentation.

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

"Categories Selected". If requirements are covered by

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.

should be checked. This indicates to the sellers that this is a request for information only.

### Line Items

							(2)	<a href="#">Change</a>
							(2)	<a href="#">Change</a>
							(2)	<a href="#">Change</a>

[Add Additional Items](#)

**Description** (Include a detailed description of services and products required, and any evaluation criteria). [Click here for more info on ordering procedures for Services.](#)  
The following will be automatically added to your RFQ descriptions: This is a notice that this order/BPA is a total set aside for SBA Certified 8(a) Firm. Only quotes submitted by SBA Certified 8(a) Firm will be accepted by the Government. Any quote that is submitted by a contractor that is not SBA Certified 8(a) Firm will not be considered for award.

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

[Attach Documents](#)

### Shipping Address

**(2) 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 2. RFQ Information

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

**Reminder:** In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors for orders exceeding the micro-purchase threshold (FAR 8.405-1). Include brand name justification/ documentation if applicable (FAR 8.405-6).

Categories Selected:

84: 246 52 - Professional Security/Facility Management Services

Vendors selected: 6 Remove Category

Add Category

When you are seeking services, and know what the period of performance will be, the dates should be specified on this line.

RFQ ID

RFQ76253

RFQ Title (ex. Consulting services; Office supplies)

Security Guard Services

Delivery: (specify delivery expected)

Deliver 0 days After Receipt of Order (ARO) (Products)

Date of Award to Date of Completion (Services)

Period of performance: [ ] through [ ]

Line Items (Enter specific line items below)

Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address
					(2)	Change
					(2)	Change
					(2)	Change

Add Additional Items

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

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

Shipping Address

(2) GS 23 SU WE

If the requirements are for a service, but the exact period of performance has not been identified, this option should be selected.

Continue



RFQ ID

RFQ76253

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

RFQ Title (

Security Guar

Each line item can have a different shipping address, but the quantity of a line item can not be split between addresses.

Delivery: (

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

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

Line Items (e

								(2)	Change Address Change
								(2)	Change
								(2)	Change

▶ Add Additional Items

Description (

This RFQ f  
such, Pric  
decision.

If you already have prepared documents such as a statement of work, drawing, spreadsheet, etc., eBuy allows you to easily attach it to the RFQ.

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

▶ Attach Documents ←

Shipping Address

(2) 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



## 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	<input type="text"/> <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](#)

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



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.

### Add Attachment

Instructions: You

No documents attached

#### 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](#)

Choose file

Look in: Docs

Guard Services.doc

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name:

Files of type: All Files (\*.\*)

Open

Cancel



## 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	<input type="text" value="C:\temp\notes\FE0FC0\Do"/> <input data-bbox="1082 364 1192 399" type="button" value="Browse..."/>
Step 2 - Enter a new name for the document	<input type="text"/> (optional)
Step 3 - Click to upload the document	<input data-bbox="912 485 1116 521" type="button" value="Upload The File"/>

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

[Go Back to RFQ Basic Info](#)





### Step 2. RFQ Information

**Instructions:** Please enter your documents. You should also include a "Statement of Work" document. **Reminder:** In order to satisfy FAR 101-11.6, you must include a brand name justification/ document.

You can verify the files were successfully uploaded by looking in the "Attached Documents" area.

Categories Selected:

84: 246 52 - Professional Security/Facility Management Services

[Add Category](#)

The shipping address should also be verified. This address is taken from your GSA Advantage! profile. You can make changes by clicking on "Edit Shipping Address".

RFQ ID

RFQ76253

RFQ Title (ex. Consulting services; O

Security Guard Services

**Delivery:** (specify delivery expected)

- Delivery by  days After Receipt of Order (ARO)
- Delivery by  days After Receipt of Order (ARO)
- Per

After all information has been entered and verified, click on the "Continue" button.

Line Item

Min. Part Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address
<input type="text"/>	(2)	<a href="#">Change</a>				
<input type="text"/>	(2)	<a href="#">Change</a>				
<input type="text"/>	(2)	<a href="#">Change</a>				

[Add Additional Items](#)

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

This RFQ for Security Guard Services will be awarded based on Best Value. As such, Price, Time of Delivery and Past Performance will be factors in the decision.

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

[Attach Documents](#)

**Shipping Address**

**(2) 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 2. RFQ Information

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

**Reminder:** In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors for orders exceeding the micro-purchase threshold (FAR 8.405-1). Include brand name justification/ documentation if applicable (FAR 8.405-6).

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

Categories Selected:

84: 246 52 - Professional Security/Facility Management Services

Vendors selected	Remove Category
6	

[Add Category](#)

Suggested Categories:

84: 246 54 - Protective Service Occupations

On In this example we chose to use the suggested category 426 54 post your RFQ. To use a suggested category, click on the category title. To continue without making any changes, click "Continue" button.

- Date of Award to Date of Completion (Services)
- Period of performance: [ ] [ ] [ ] through [ ] [ ] [ ] (Services)

Line Items (Enter specific line items below)

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

[Add Additional Items](#)

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

This RFQ for Security Guard Services will be awarded based on Best Value. As such, Price, Time of Delivery and Past Performance will be factors in the decision.

Attached Documents: (You may attach a Statement of Work or additional documentation as needed)  
[Guard Services.doc](#)

[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

Instruc  
your RF  
satisfy  
Remind

You will repeat step one and select the vendor(s) of your choice. Click the "Submit" button.

on you would like to quote on  
all vendors listed. In order to  
a quote.  
tion.

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

Category Description

246 54 Protective Service Occupations

13 contractors are available.

Submit

Select all vendors

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

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

Vendor	City, State	Socio-economic	Text File	Web page
<input checked="" type="checkbox"/> AVAIL NATIONWIDE SECURITY SOLUTIONS, INC	BOSTON , MA	Small Business		
<input type="checkbox"/> BEST CHOICE COMPANY	OAK PARK , FL	Other than Small Business		
<input checked="" type="checkbox"/> BOWERD SECURITY CORP	DENVER, CO	Other than Small Business		
<input checked="" type="checkbox"/> BRIGHT LIGHTS SECURITY CORP	MILLVILLE , NJ	Small Business Women Owned business		
<input type="checkbox"/> CIMEX INC DBA: DEF INC	MIAMI , FL	Small Business		
<input type="checkbox"/> SAFETY STATION CORPORATION	JUNO , NY	Other than Small Business		
<input checked="" type="checkbox"/> ELLERYX INC SERVICES, INC.	SPRING LAKE , NC	Small Business		
<input checked="" type="checkbox"/> FRAMER SECURITY SERVICES CORP	HOLLAND , MI	Small Business		
<input type="checkbox"/> GEAN SOLUTIONS COMPANY	SOUTH WIND , TN	Small Business		
<input checked="" type="checkbox"/> GRUMPY GRANDS PRODUCTS & SECURITY SERVICES INC	NORWICH , CT	Small Business		
<input type="checkbox"/> GUMMY HOUSE PROTECTIVE SERVICES CORP	SHELLYTON , CA	Small Business Women Owned business		
<input type="checkbox"/> HAM BROWN SECURITY SECURITY COMPANY	GAINDELLER , MS	Small Business		
<input type="checkbox"/> OPECAN INC	GINNY GROVER , UT	Other than Small Business		

Submit





### Prepare RFQ - Review

Instructions: Please

You may forward this

After selecting a closing date, make sure to review all information 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)

RFQ ID  
RFQ76253

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

RFQ Title  
Security Guard Services

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

On the review page, you 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.

Shipping  
(2) F...  
GSA  
2323  
SUITE  
WESTP

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

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.



RFQ Summary

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

To access your RFQs click on "My RFQs" at the top of the page.

Selected vendors

RFQ ID  
RFQ7625

RFQ Title  
Security Guard Services

RFQ Status  
Open

Delivery Days  
From Date of Award to Date of Completion

RFQ Issue Date  
04/13/2009 04:12:34 PM EDT

RFQ Close Date  
04/24/2009 05:00:00 PM EDT

Line Items

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

Description

This RFQ is for Security Guard Services will be awarded based on Best Value. As such, Price, Time of Delivery and Past Performance will be factors in the decision.

Attached Documents:  
[Guard Services.doc](#)

Shipping Address

(2) Field Office :  
GSA  
2323 NEW WAY DRIVE  
SUITE 300  
WESTPHALIA, KS 66093

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



## My Active RFQs

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

[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>	Security Guard Services	Open	04/24/2009 05:00:00 PM EDT	4
<a href="#">RFQ417</a>	Surveillance Security Services	Open	06/19/2009 03:00:00 PM EDT	5



To view the RFQ details, simply click on the RFQ ID. All the activity for the RFQ will be displayed.



### RFQ Detail

The "RFQ Detail" page provides a summary of all RFQ activity.

[Back](#)

At any time while the RFQ is "Open", if you need to

Instructions  
respond to

The "Quote ID" is a unique three letter identifier assigned to each seller's quote. To review a quote, click on the "Quote ID" number.

To send to  
selecting  
them.

the "Active" folder by  
clicking on

At any time, while the RFQ is "Open", you may modify the contents of the RFQ. To modify, click "Modify RFQ" link

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

RFQ ID: RF  
RFQ Title:  
RFQ Status:

Quote ID	Vendor	Date Recvd	Quote	Quote Status	Vendor Notified	Quote good until	PO	Vendor Attachments	Buyer Notes
<a href="#">RFQ76253-HBV</a>	BRIGHT LIGHTS SERCURITY CORPS	04/22/2009	82,750.00	Pending Response		05/15/2009	n/a	<a href="#">Guard Services and Products</a>	Best Value
<a href="#">RFQ76253-PHP</a>	ELLERYX INC.	04/16/2009	98,298.00	Pending Response		08/23/2009	n/a	<a href="#">Guard Services</a>	Most Expensive
<a href="#">RFQ76253-ZNK</a>	BOWERD SECURITY GUARD	04/14/2009	78,150.00	Pending Response		06/13/2009	n/a	<a href="#">Surveillance Products</a>	
<a href="#">RFQ76253-GAO</a>	FRAMER SECURITY SERVICES, CORP	04/22/2009	92,480.00	Pending Response		07/01/2009	n/a	<a href="#">Guard Services</a>	

If you do not have the authority to make an award, eBuy provides the option of forwarding the RFQ to another person in the office. This can be done by clicking on the "Forward RFQ" link.



## Vendor Quote

Instruct check f

The seller's contact information, total quote price, quote good until date, prompt pay, socio-economic status, DUNS #, and shipping information is displayed on this page.

ance with FAR 8.404. Make sure to

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

in your notes here and click "Save Note". Please remember that once saved, these notes will become a part of the RFQ file.

Back to RFQ Detail

Contract Number: GS-35F-5555P Expires: 09/21/2010  
Schedule/SIN: 84:246 54  
Contact: Monty Ladds  
555-525-5555  
monty.ladds@brightls.com

FOB Destination:  
Socio-Economic: s  
DUNS: 123456789

Line Items (Specific items added by the vendor to complete this quote are listed below, beneath the RFQ line item)

Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Unit Price	Total Price
------------------	--------------	----------------------	-----	------	------------	-------------

### Vendor Comments

Pricing is based on performance period of one calendar year.

### Vendor Attached Documents:

Guard Services and Products

Total Dollar Amount in Attached Documents:	\$82,750.00
FOB Transportation Cost:	\$0.00
<b>Total Quote:</b>	<b>\$82,750.00</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.



### Vendor Quote

Instructions  
check

When you have reviewed all quotes and are ready make an award decision, you can click on the "Award-Notify Vendor" button or "Do Not Award-Notify Vendor" button.

with FAR 8.404. Make sure to

[Back to RFQ Detail](#)

Printer Friendly Version

RFQ ID: **RFQ76253** Reference #:  
RFQ Title: Security Guard Services  
RFQ Status: Closed RFQ Close Date: 04/24/2009 05:00:00 PM EDT

Quote ID: **RFQ76253-HBV** Total Quote Price: **\$82,750.00**  
Quote Status: **Pending Response** This quote is good until: 05/15/2009 11:00:00 AM EDT  
Vendor: BRIGHT LIGHTS SECURITY CORP INC Prompt Pay: 0 Days 0%  
Contract Number: GS-55F-5555P Expires: 09/21/2010 FOB: Destination  
Schedule/SIN: 84:246 54 Socio-Economic: s  
Contact: Monty Ladds DUNS: 123456789  
555-525-5555  
monty.ladds@b

Line Items (s  
Mfr. Part/Item #

Vendor Comm  
Pricing is based

Vendor Attached  
Guard Services a

To award a vendor click on the "Award-Notify Vendor" button. Clicking this button generates an email message to the seller, alerting them of the award decision.

NOTE: Selecting this button does not obligate funds. You may generate a purchase order online using eBuy or go offline and use your agency's order and payment system.

Total Price
\$82,750.00
\$0.00
\$82,750.00

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.



## 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.

When you select "Award-Notify Vendor" an award confirmation screen will appear, allowing you to confirm the award decision or go back to the "Vendor Quote" page.



### 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

For the vendor(s) who were not awarded you can request eBuy to send a "No Award" notice to the remaining sellers who were not awarded. You must check the "initial" checkbox.

You can use the text box to give the reasoning for your award decision to the sellers not awarded.

**Submit**

Do Not Notify	Quote ID	Vendor
<input type="checkbox"/>	RFQ76253-PHP	ELLERYX INC
<input type="checkbox"/>	RFQ76253-ZNK	BOWERD SECURITY GUARDS
<input type="checkbox"/>	RFQ76253-GAO	FRAMER SECURITY SERVICES, CORP



Thanks for using eBuy!!!

My Active RFQs

RFQ Detail

The "RFQ Detail" page now reflects the award decision.

Instructions: To respond to each

Please try to evaluate and

To send the RFQ to another person click on the "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: 04/24/2009 05:00:00 PM EDT

Quote ID	Vendor	Date Recvd	Total Quote	Quote Status	Vendor Notified	Quote good until	PO	Vendor Attachments	Buyer Notes
RFQ76253-HBV	BRIGHT LIGHTS SECURITY CORPS	04/22/2009	82,750.00	Awarded	009	05/15/2009	n/a	Guard Services and Products	Best Value
RFQ76253-PHP	ELLERYX INC.	04/16/2009	98,298.00	Not Awarded	04/30/2009	08/23/2009	n/a	Guard Services	Most Expensive
RFQ76253-ZNK	BOWERD SECURITY GUARD	04/14/2009	78,150.00	Not Awarded	04/30/2009	06/13/2009	n/a	Surveillance Products	
RFQ76253-GAO	FRAMER SECURITY SERVICES, CORP	04/22/2009	92,480.00	Not Awarded	04/30/2009	07/01/2009	n/a	Guard Services	

eBuy will electronically store all information about each of your RFQs. The information will be stored for seven (7) years.

## GPC Express Contract Action Reporting System (ECARS)

[Administration Mgmt](#)
[Approval/Data Form](#)
[View](#)
[FPDS](#)
[Records Mgmt](#)
[Profile](#)
[Help](#)

### GPC Approval & ECAR Data Form

#### Card Holder Data

	LYNNETTE BROWN	Email:	lynnette.brown.1@us.af.mil
	CONS AOPC Level 4	Partial Acct#:	81
		USB Company#/MAC:	18283
Office MAJCOM:	AETC	SubCom:	Select...
	LYNNETTE BROWN	AO Name:	CHRISTOPHER DOSS
	DEBRA BROUSSARD	AO Alternate:	KENNETH RICE
Office DoDAAC:	FA3020	BPN/Funding DoDAAC:	F3V5P1
Buy Sales (FMS):	<input type="radio"/> Yes <input checked="" type="radio"/> No	Type Funding:	Air Force

#### Purchase Information

	Funded/Planning: <input checked="" type="radio"/> Funded <input type="radio"/> Planning	Small Business: <input type="radio"/> Yes <input type="radio"/> No
Case:	Super Buyer Capes	Type of Purchase:
	Awesome Capes for our Super Users	Requestor:
Phase:	Select...	
	Ability One Base Service Store	
	AFWAY Non-QEB	
Code:	AFWAY Quarterly Enterprise Buy (QEB)	
	Cell Phone(Mandatory Use)	
Item (Disaster Code):	DLA Document Services(DAPS)	
	DoD eMail-AF Tools & Parts Program (AFTAPP)	
Humanitarian/Peacekeeping:	DoD eMail-Office Supplies (mandatory use)	
	Federal Prison Industries(UNICOR)	
Notes:	GSA Global Supply (Only items sold/shipped by global supply; recognized by checkmark and globe icon)	

### Purchase Information

<input type="checkbox"/>	Funded/Planning: <input checked="" type="radio"/> Funded <input type="radio"/> Planning		Small Business: <input type="radio"/> Yes
Purchase:	<input type="text" value="Super Buyer Capes"/>	Type of Purchase:	<input type="text" value="Commodity \$3.5K - \$25K"/>
Requestor:	<input type="text" value="Awesome Capes for our Super Users"/>	Requestor:	<input type="text" value="Queen Bee"/>
Category:	<input type="text" value="Select..."/>		
Code:	<input type="text" value="Select..."/>		
Sub-Code:	<input type="text" value=""/>		
Interest Item (Disaster Code):	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Priority/Humanitarian/Peacekeeping:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Quotes:	<input checked="" type="radio"/> Three <input type="radio"/> Two <input type="radio"/> One		
Item Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item Price:	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>
Vendor:	<input type="radio"/> Vendor1 <input type="radio"/> Vendor2 <input type="radio"/> Vendor3		
Description:	<input type="text"/>		
Number of Actions:	<input type="text" value="1"/>		
Document:	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Browse..."/>	
Requiring Authorization:	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Communications Squadron"/>	<input type="text"/>
Requirement Compliant:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		



---

# Questions?



---

# ***MANDATORY SOURCES***



---

*Train, develop, and inspire the world's premier Airmen to power the world's greatest Air Force!*

---



# OVERVIEW



- What is a Mandatory Source?
- Why do I use them?
- Where do I start?
- Websites available
- Questions



# WHAT IS A MANDATORY SOURCE?



- Inventories of the requiring agency
- Excess from other agencies
  - Defense Reutilization and Marketing Office (DRMO)
- Federal Prison Industries, Inc. (FPI/UNICOR)
- Committee for Purchase from People Who Are Blind or Severely Disabled
  - Ability One
- Federal Supply Schedules
  - General Services Administration (GSA)
  - Defense Logistics Agency (DLA)
  - Department of Veterans Affairs
  - Decentralized Blanket Purchase Agreements (BPA)
  - Federal Strategic Sourcing Initiative (FSSI)
  - NETCENTS and AFWay



# WHY DO I USE THEM?



- Per Federal Acquisition Regulation (FAR) Part 8
  - **Except as required by [8.003](#), or as otherwise provided by law, agencies shall satisfy requirements for supplies and services from or through the mandatory Government sources and publications.**
  
- Quicker and easier
  - **One-stop shopping**
  - **Pre-negotiated prices**
  - **Already Vetted Vendors**



# WHERE DO I START?



- Talk to Contracting!
  - **We are more than happy to help you out**
- Market Research
  - **Previous purchases**
  - **Internet searches**
  - **Ask other bases**



# WEBSITES AVAILABLE



- <http://www.gsa.gov/fssi>
- <https://www.gsaadvantage.gov/>
- <https://www.gsaelibrary.gsa.gov/>
- <https://www.abilityone.gov/>
- <https://www.unicor.gov/>
- <https://www.afway.af.mil/>

# UNICOR DELIVERS

Personal attention, competitive prices, durable products, and professionally delivered services! Explore our diverse offerings in more than 80 different Federal SupplyClasses, and purchase with full confidence!

[Read more...](#)

## Integrate Case Goods



**Apparel and Accessories**



**Data Services**



**Eyewear**



**Mattresses, Linens, Beds, and Draperies**



**Signage**



**Awards and Plaques**



**Electronics Recycling**



**Facilities and Correctional Management**



**Office Furniture, Seating, and Accessories**



**Vehicle Upfit, Remanufacturing and Fleet Services**



**CAD Modeling, Drafting, and Design Services**



**Electronics and Components**



**Food Service Products**



**Printing and Bindery Services**



**Warehousing and Logistics Services**



**Contact Center Solutions**



**Energy Efficient and Green Products**



**Industrial Storage**



**Range Solutions**

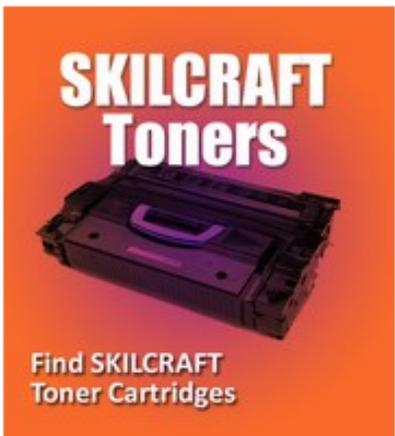
Welcome to the Abilityone.com website!

Shop By Brand Partner | FAQ's | Customer Service

QUESTIONS? 1.877.438.5963

Product Categories

- Chemical Supplies >
- Cleaning & Janitorial Products >
- Clocks >
- Clothing >
- Computer Accessories >
- Furniture >
- Hardware & Paints >
- Kitchen & Breakroom Supplies >
- Mailing & Shipping Supplies >
- Mattress & Bedding >
- Medical & Surgical Supplies >
- Office Supplies >
- Outdoor Supplies >
- Paper Products >
- Picture Frames >
- Skin & Personal Care >
- Writing Instruments >



The AbilityOne Program creates employment and training opportunities for people who are blind or who have other severe disabilities, empowering them to lead more productive and independent lives. Its primary means of doing so is by requiring Government agencies to purchase selected products and services from nonprofit organizations employing such individuals.



## Product Search

Show Advanced Search

- DPI - PRINTING/ IMAGING CONSUMABLES/ TONER
- DPI SCANNER
- DPI-MFP PRINTERS
  - BW OFFICE MFP 110V
  - BW OFFICE MFP 220V
  - BW PERFORMANCE MFP 110V
  - BW PERFORMANCE MFP 220V
  - **COLOR 11X17 MFP 110V**
  - COLOR 11X17 MFP 220V
  - COLOR OFFICE MFP 110V
  - COLOR OFFICE MFP 220V
  - COLOR PERFORMANCE MFP 110V
  - COLOR PERFORMANCE MFP 220V
- DPI-SFP PRINTERS

**OEM:** HEWLETT-PACKARD    **OEM Part No:** CC524A201-HP    **Unit of Issue:** EACH  
**Vendor:** HEWLETT-PACKARD    **Vendor Type:** Large Business    **Contract:** FA8055-14-A-0001/HP\_M16  
**Description:** DPI-PSC2016 HP: HP LASERJET ENTERPRISE M775Z PRINTER, 110V, UNIVERSIAL OS, CAC ENABLED, GIG ETHERNET, IPV6 COMPLIANT, 30PPM, 1200X1200 DPI, AUTO DUPLEX,EPEAT SILVER, DISA MULTI-FUNCTION DEVICE AND NETWORK PRINTERS STIG COMPLIANT, ENCRYPTED HDD, WARRANTY 4 YEARS NBD HDD RETENTION. CLICK HERE FOR MORE INFORMATION

**GSA:** \$7239.00  
**CONUS:**  \$4909.00  
**OCONUS:**  \$5411.00

Add to Cart

Submit RFQ

**OEM:** HEWLETT-PACKARD    **OEM Part No:** CC524A201    **Unit of Issue:** EACH  
**Vendor:** COAST TO COAST    **Vendor Type:** Small Business    **Contract:** FA8055-14-A-0003/CTC\_M16  
**Description:** DPI-PSC2016 CTC: HP LASERJET ENTERPRISE M775Z PRINTER, 110V, UNIVERSIAL OS, CAC ENABLED, GIG ETHERNET, IPV6 COMPLIANT, 30PPM, 1200X1200 DPI, AUTO DUPLEX,EPEAT SILVER, DISA MULTI-FUNCTION DEVICE AND NETWORK PRINTERS STIG COMPLIANT, ENCRYPTED HDD WARRANTY 4 YEARS NBD HDD RETENTION. CLICK HERE FOR MORE INFORMATION

**GSA:** \$8435.09  
**CONUS:**  \$5204.77  
**OCONUS:**  \$6572.79

Add to Cart

Submit RFQ

**OEM:** RICOH CORPORATION    **OEM Part No:** 416992-IDI    **Unit of Issue:** EACH  
**Vendor:** INTELLIGENT DECISIONS    **Vendor Type:** Small Business    **Contract:** FA8055-14-A-0005/IDI\_M16  
**Description:** DPI-PSC2016 IDI: RICOH MP C2003G , 110V, UNIVERSIAL OS, GIG ETHERNET, IPV6 COMPLIANT, 20PPM, 600X600 DPI, AUTO DUPLEX,EPEAT GOLD, DISA MULTI-FUNCTION DEVICE AND NETWORK PRINTERS STIG COMPLIANT,



## Submit RFQ

\* RFQ Name:

Rugged Laptops

\* RFQ Description:

Requesting Ruggedized Laptops, need the following specifications:  
2.4Ghz dual core processor or better  
500GB hard drive or better  
4GB of RAM or better  
15.7" touchscreen

\* Vendor Categories:

Select a contract category

Contract Number / \	Select a contract category	
There are no vendors for	NETCENTS-2 Application Services Full & Open	
	NETCENTS-2 Application Services SB	
	Client , Computing and Servers	
	NETCENTS-2 Products	
	NETCENTS-2 NetOps SB	
	NETCENTS-2 NetOps Full & Open	
	Digital Printing and Imaging (DPI)	
	Client Computing Solutions	

Rationale:

Details

Solution

Approval Process

## Completed Steps

[Undo Last Step](#)

Role	Name	Internal Comments	Approval Date
Equipment Custodian	JARED PERZYNSKI		04/14/2017
Base Review	ARNOLDO MATAMOROS	THE ITEC OR UNIT REP...	04/14/2017
Approval Official	CONNIE PATTY		04/14/2017
Resource Advisor	CONNIE PATTY		04/14/2017

## Next Step Approvers

Role	Name
CO	WILLIE
CO	DYLAN
CO	DERRIC
CO	CHRIST
CO	CHRIST
CO	JERRY
CO	BRIAN
CO	ELIZAB
CO	JAE MA
CO	MARK I

## Approval Submission

Vendor Response Due Date: Desired Delivery Date: Internal Comments:  

Approval Decision:

- Approve  
 Disapprove

You are the current step in the approval process for this Request

FEDERAL STRATEGIC  
SOURCING INITIATIVE

## &gt; Overview

[About](#)[Building Maintenance & Operations](#)[FSSI JanSan](#)[FSSI MRO](#)[FSSI OS3](#)[FSSI Print Management](#)

# Federal Strategic Sourcing Initiative (FSSI)

Strategic sourcing is the structured and collaborative process of critically analyzing an organization's spending patterns to better leverage its purchasing power, reduce costs, and improve overall performance. The primary goals of FSSI are to:

- Strategically source across federal agencies;
- Establish mechanisms to increase total cost savings, value, and socioeconomic participation;
- Collaborate with industry to develop optimal solutions;
- Share best practices; and
- Create a strategic sourcing community of practice.

## Current FSSI Commodity Solutions



TRAVEL

REAL ESTATE

ACQUISITION

TECHNOLOGY

POLICY &  
REGULATIONS

ABOUT US



NEW TO GSA ACQUISITIONS?

GOVERNMENT PROPERTY FOR SALE OR DISPOSAL >

PRODUCTS & SERVICES >

PURCHASING PROGRAMS >

SMALL BUSINESS >

POLICY

FACILITIES & CONSTRUCTION

HUMAN CAPITAL

INDUSTRIAL PRODUCTS & SERVICES

INFORMATION TECHNOLOGY

OFFICE MANAGEMENT

PROFESSIONAL SERVICES

SECURITY & PROTECTION

TRANSPORTATION & LOGISTICS SERVICES

TRAVEL & LODGING

FEATURED TOPICS

**GSA Schedules and GSAA Advantage**

Governmentwide contracts for products and services at volume discount pricing.

**GSA Auctions**

Federal assets available via auction to the general public.

**Acquisition Gateway**

Online community for acquisition professionals.

**Forecast of Contracting Opportunities**

Anticipated contracts offered by GSA for FY16

## OFFICE MANAGEMENT

[Overview](#)[About Office Management](#)[Training](#)[E-Tools](#)[Sustainable Solutions](#)[Customer Resources](#)

## &gt; Furniture

[Army UPH Furniture](#)[Design Statement of Work](#)[Environmentally-Friendly Prods &  
Srvcs](#)[Furniture NSNs](#)[Furniture Standards](#)[Furniture Technical Documents](#)[Guides and Brochures](#)[Office Furniture Ordering Guide](#)[Procurement Opportunities](#)[Office Management Products](#)[Office Management Services](#)[Vendor Resources](#)

## Furniture and Furnishings Overview

GSA's Integrated Workplace Acquisition Center (IWAC) provides furniture, furnishings and related services for office, residential, dormitory, industrial, healthcare and educational settings. GSA offers a complete solution for large furniture purchases. This service is unmatched in the U.S. government.

Whether it is bachelor housing, 21st century knowledge centers, traditional office space, classrooms, patient rooms or any other furniture-related service, GSA and America's leading furnishing suppliers can deliver a solution that fits all environments and budgets. GSA offers more choices, more options, more ways to help enhance work environments and improve the productivity and quality of life for employees.

## Furniture and Furnishings Solutions

GSA makes purchasing furniture products and services simpler, easier and less expensive by providing both requisition and acquisition solutions. This allows commercial partners to have a full range of items available under one contract for agencies to purchase, comply with policies changes, and to add value and ease.

- [National Stock Number](#) - Pre-negotiated GSA established requisitions for furniture and furnishings
- [Schedule 71 Furniture](#)
- [Schedule 71 II K Comprehensive Furniture Management Services](#)
- [Schedule 72 Furnishings and Floor Coverings](#)

The shortcut to this page is [www.gsa.gov/furniture](http://www.gsa.gov/furniture).

## 71 FURNITURE

Category Description

**71 206 Upholstered Seating.** Upholstered sofas, loveseats, lounge chairs, benches and ottomans, as well as motion furniture such as sleep sofas and recliners. Accessories include replacement covers and comply with applicable performance and flammability requirements where appropriate. In addition, sleep sofas comply with the appropriate design requirements.

33 contractors

Display:       
 Hold the 'Ctrl' key to select all that apply

Download Contractors (Excel)

Contractor ▲		Contract #	Socio-Economic	Contractor T&Cs /Pricelist	View Catalog
AMERICAN CONTRACT FURNITURE LLC		GS-27F-0020U	s/w/wo/evi/8a		
CENTURY FURNITURE, LLC		GS-28F-012AA	o		
COMMERCIAL MARKETING ASSOCIATES, INC.		GS-27F-0007P	s		
DEHLER MANUFACTURING CO., INC.		GS-27F-026BA	s/w/wo		
DMI FURNITURE, INC.		GS-28F-0019L	s		
ETHAN ALLEN RETAIL, INC.		GS-28F-007AA	o		
FIRE STATION OUTFITTERS LLC		GS-27F-016CA	s		
FOLIOT INC		GS-27F-0034P	o		
GOVERNMENT SALES, LLC		GS-27F-022BA	s		
HERITAGE HOME GROUP, LLC		GS-27F-026CA	o		
INDUSTRIES ROUILLARD INC, LES		GS-27F-002DA	s		
J SQUARED, INC.		GS-27F-0022J	s		
JANUS ET CIE		GS-27F-0032W	s/w		
JOHN SAVOY & SON, INC.		GS-27F-004CA	s/w/wo		
JORDAN MANUFACTURING COMPANY, INC.		GS-28F-006DA	s/d		
KEILHAUER LTD		GS-28F-0023L	o		



# Questions?



# Summary



- **Big Picture Process**
- **Requirements Package**
- **GPC Refresher**
- **Mandatory Sources**



# Questions?