

# GSA eBuy

## Buyer's Tutorial

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 eBuy 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

In order to access eBuy, you must have a valid GSA Advantage! User ID and Password.

GSA's latest e-Buy request information and GSA Technology, Services

buyers to use (MAS)

Federal buyers can use e-Buy

purchases with complex requirements.

To register for a User ID and Password, click the "Register for a user ID and Password" link.

<p><b>Government</b></p> <h2 style="margin: 0;">Buyers</h2> <p style="font-size: small; margin: 0;">Please enter your GSA Advantage! Membership User ID and Password.</p>	<p><b>GSA</b></p> <h2 style="margin: 0;">Contractors</h2> <p style="font-size: small; margin: 0;">Please enter your Contract number and Password as provided by the Vendor Support Center.</p>
<p>User ID <input style="width: 100%;" type="text"/></p> <p>Password <input style="width: 100%;" type="password"/></p> <p style="text-align: center;"><input type="button" value="▶ Login"/></p> <p>▶ Register for a User ID and Password</p> <p>▶ I Forgot my User ID and/or Password.</p>	<p>Contract Number <input style="width: 100%;" type="text"/></p> <p style="font-size: x-small;">(Example: G899F9999F, V123P1234A, or GS00T07NSD1234)</p> <p>Password <input style="width: 100%;" type="password"/></p> <p style="text-align: center;"><input type="button" value="▶ Login"/></p> <p>Forgot Your Password? Please contact the VSC at 1-877-495-4849 or e-mail us at <a href="mailto:vendor.support@gsa.gov">vendor.support@gsa.gov</a>.</p>



\*\*\* WARNING \*\*\* This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution. [Privacy and Security](#)

Monday, April 13, 2009

Welcome

TANIA MEMBER

## Messages

No messages at this time

## RFQ Finder

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

RFQ

Go

(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.

Search

Category Guide

Fall/Winter

Building &amp; Industrial

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

Vehicles &amp; Watercraft

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".

**Step 1. Assign Category**

**Instructions:** The category 'Category' that meets your

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

To begin choosing vendors, click on the

Search:  all the words

[View Federal Supply Schedule Listing](#)

**Law Enforcement, Fire & Security**

84 TOTAL SOLUTIONS

Category Description

- 426 5B Armored miscellaneous structure 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.
- 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)
- 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).

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

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



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:    
  
  
 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 type="checkbox"/> GRUMPY GRANDS PRODUCTS & SECURITY SERVICES INC	NORWICH , CT	Small Business		
<input checked="" 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

# 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.

						(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.](#)

**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](#)

**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: Vendors selected: 6 Remove Category: X

84: 246 52 - Professional Security/Facility Management Services

[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 This

(used to insert category and for your documentation)

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)	<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.](#)

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.



## 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 new 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

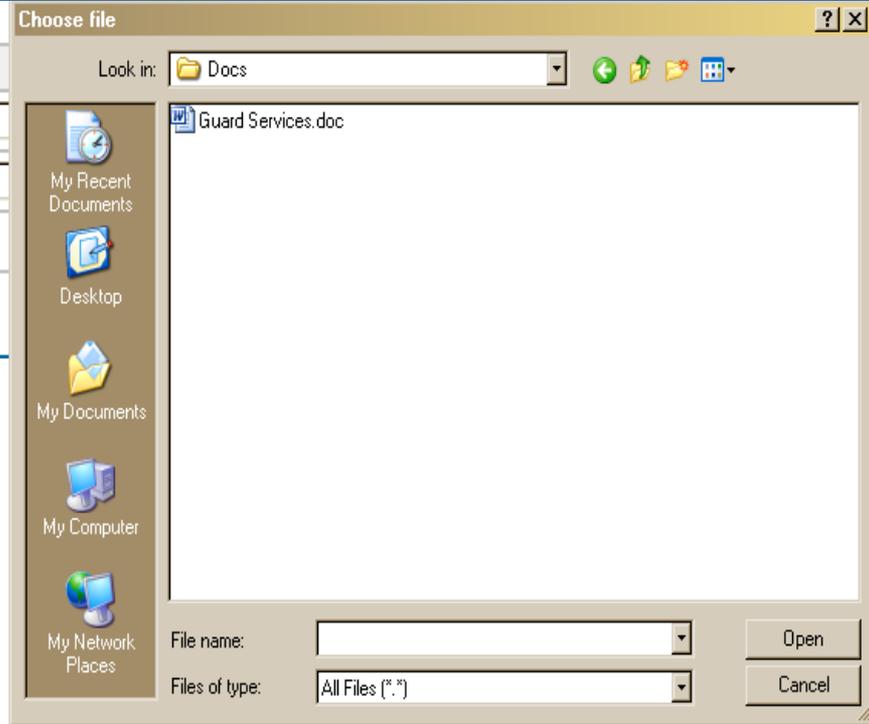
### Attach additional documentation:

**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](#)



## 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 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 type="button" value="Upload The File"/>

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

[Go Back to RFQ Basic Info](#)

## Add Attachments to RFQ

Instructions You may attach a statement of work, a contract, or other documents to your RFQ.

Documents Attached to RFQ	Remove
Guard Services.doc	

### 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

All documents attached will be listed in the "Documents attached to RFQ" box. Click on the link to review the file.

To remove a document from the RFQ click the "x" button.

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

### Step 2. RFQ Information

**Instructions:** Please enter your Documents". You should also include a Reminder: In order to satisfy Federal brand name justification/ documentation

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

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; Other)  
Security Guard Services

Delivery: (specify delivery expected)  
 Delivery by Date  
 Delivery by Days After Receipt of Order (DARO)  
 Delivery by Period

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

#### Line Items

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

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  
[Edit Shipping Address](#)

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

[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.



Select all vendors

Display:

- 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		





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**

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 Su

[Cancel RFQ](#)

Selected v

RFQ ID  
RFQ7625

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.

**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

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.

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 Statu

Quote ID	Vendor	Date Recvd	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	Pending Response		05/15/2009	n/a	Guard Services and Products	Best Value
RFQ6253-PHP	ELLERYX INC.	04/16/2009	98,298.00	Pending Response		08/23/2009	n/a	Guard Services	Most Expensive
RFQ6253-ZNK	BOWERD SECURITY GUARD	04/14/2009	78,150.00	Pending Response		06/13/2009	n/a	Surveillance Products	
RFQ6253-GAO	FRAMER SECURITY SERVICES, CORP	04/22/2009	92,480.00	Pending Response		07/01/2009	n/a	Guard Services	

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

[Back to RFQ Detail](#)

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.

er  
es  
Type

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

Contract Number: GS-55F-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

Instr 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 Total Quote Price: \$82,750.00

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

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)

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.

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 "No Award" notices to remaining sellers who were not awarded. You must check the "Do Not Notify" checkbox for each vendor.

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 RFQ, 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 SERCURITY CORPS	04/22/2009	82,750.00	<b>Awarded</b> ←	04/30/2009	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.