



U.S. General Services Administration

Federal Acquisition Service

Quote

GSA Training Module Developed for NITCP

Quote Training Module Overview

Description: This training module will take you step-by-step through the Quote document in the Regional Business Application (RBA) IT-Solutions Shop (ITSS) component as well as the integrated RBA & e-Buy Quote submission Process.

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.

Quote Glossary

Term	Definition
Quote	Document that Contractors Submit in ITSS (or in e-Buy) to respond to an RFQ or RFI, detailing how they will meet the requirements set forth by the client. A Contract Number must be selected on every Quote.
Contractor	Employee of a private company, or industry partner. Contractors submit quotes for RFQs/RFIs, and once awarded, create support documents. Also known as a vendor.
Contract	The government contract number that the order will use if awarded.
Total quote \$	Sum of all Task Item Quote Amount values.
Unregistered Vendor Quotes Summary	ITSS page that is generated after RFQ process is closed on an e-Buy published RFQ. Lists quote information submitted by Contractors who weren't registered in ITSS at the time the RFQ was closed.

Quote Privileges

user Role Action	Create	Edit	View
GSA users	✓	✓	✓*
Clients			✓**
Contractors	✓***	✓***	✓
e-Buy Import	✓		

*Can be limited to only GSA users in the region or listed on the COI

**Can limit Client to 'Show All', 'Show None' or 'Only Show Winner'

***Can create or edit during open non e-Buy RFQ period Only



IT-Solutions Shop

You are signed in as Christopher CSR

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Select a View:
[<<-- View Orders -->>](#) | [<<-- View Inactive Orders -->>](#) | [<<-- View Action Items -->>](#) | [<<-- View Support Information -->>](#)

Go to a Specific View Item: [Create New Order](#)

Orders - Entire Package

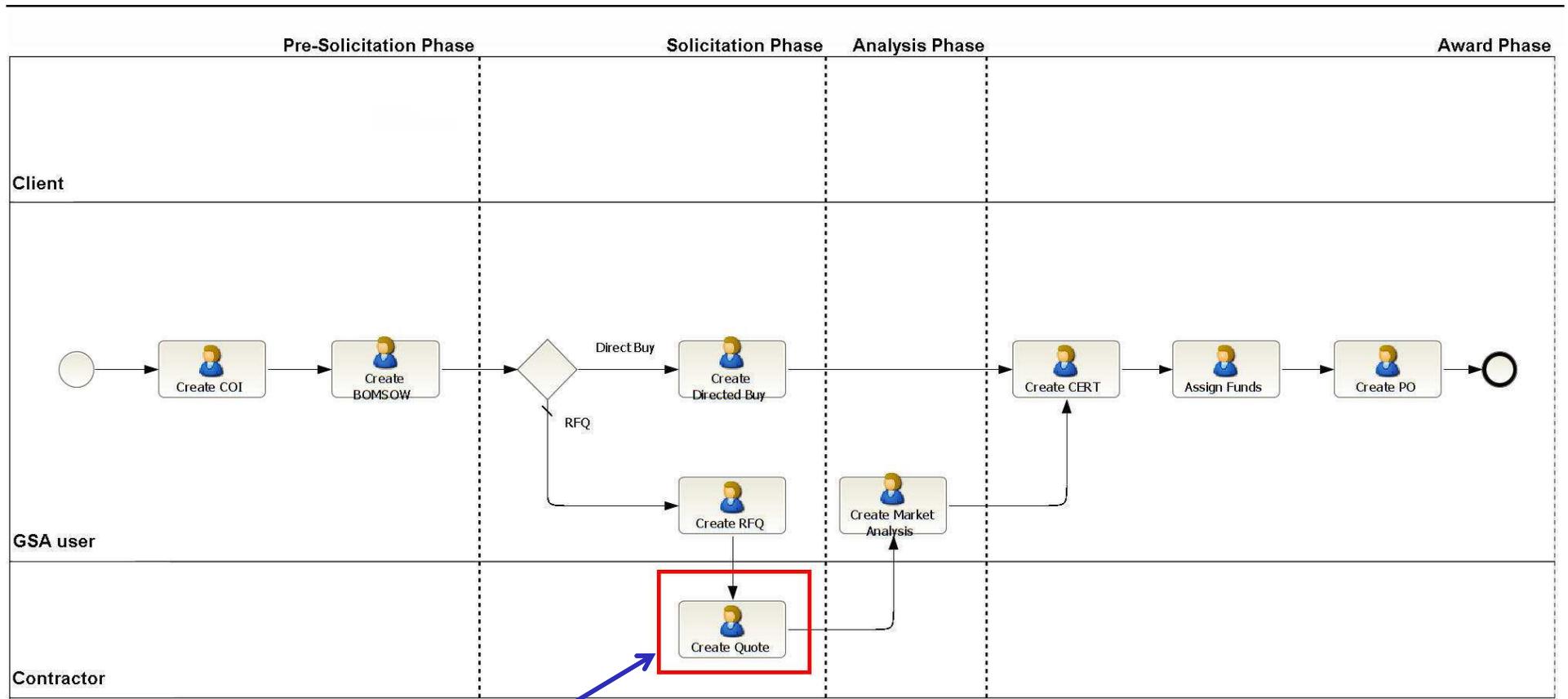
Next -> |

- Order Package
 - ID40120042-COI Sarah Client (Organization Name) Quote Selected>>IT Commodities
 - 00 Chronology
 - ▶ 01 Electronic Contract File (ECF)
 - ▶ 01 BOM/SOW ID40120042 - 000 Version 00 Amendment 00 ANALYSIS COMPLETE
 - ▼ RFQ Modification 000 Version 00 Amendment 00 GSA APPROVED
 - Quote Ver 00 Rev 00 for Steve Contractor (IT INDUSTRY PARTNERS) Cnt# << Open Market >>, BID=\$11,444.00
 - Quote Ver 00 Rev 00 for Jim Contractor (TEST COMPANY CORP INC) Cnt# 263-97-D-0313, BID=\$30,000.00
 - Quote Ver 00 Rev 00 for Mary Contractor (CONTRACTOR COMPANY) Cnt# << Open Market >>, BID=\$15,000.00
 - *Market Analysis Version 00 - Recommendation Rejected
 - *Market Analysis Version 00 - Quote Selected: Steve Contractor - IT INDUSTRY PARTNERS (<< Open Market >>), \$12,817.28

Click on the Quote links in the Order Package View to open an existing Quote in view mode

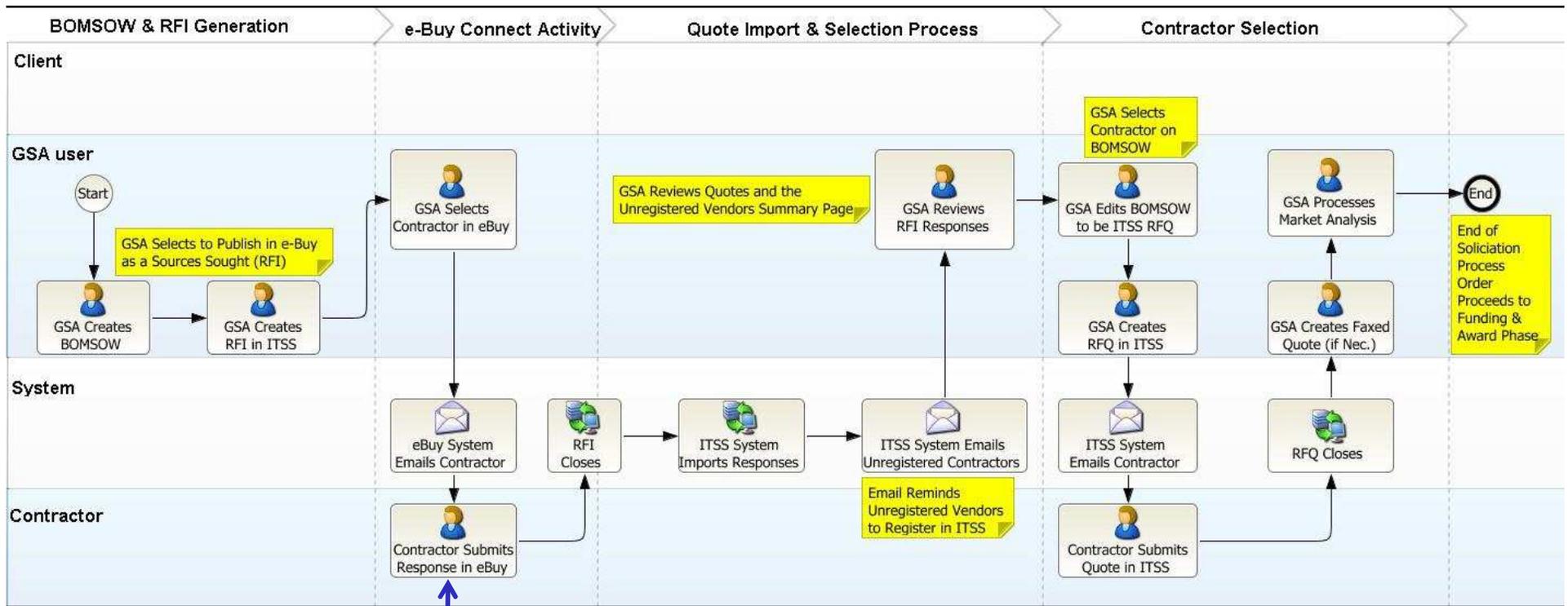
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Within the Pre-Award Workflow Context



Contractors submit quotes in either ITSS or e-Buy depending on where the RFQ was published

RBA & e-Buy Solicitation Process



Contractor creates a Quote in e-Buy and enters a quote amount for each task item. A dollar amount is not required for a response to an RFI.

GSA eBuy

Home My Quotes RFQs

Prepare Quote - Review

Monday, March 5, 2012

[Back](#) [Save to Draft](#)

Instructions: Please review your Quote below. If you need to modify the quote, click the 'Back' button.

Quote ID RFQ236379-XXX		Your Quote is good until 05/09/2012 07:00:00 PM EDT			
Mfr. Part/Item #	Manufacturer	Product/Service Name	Ship Address Qty Unit	Unit Price	Total Price
Fiscal Task Type: FFP; Task Item Num:1001	POP From:03/11/2012-POP To:02/28/2013	Installation / Maintenance - Base Year	(1) 1 EA	\$80000.00	\$80000.00
Fiscal Task Type: COM; Task Item Num:1002	Delivery Date:03/11/2012	Mobile Solutions Equipment	(1) 1 EA	\$59500.00	\$59500.00
Fiscal Task Type: FFP; Task Item Num:2001	POP From:03/01/2013-POP To:02/28/2014	Maintenance - Option Year 1	(1) 1 EA	\$85000.00	\$85000.00
Fiscal Task Type: FFP; Task Item Num:3001	POP From:03/01/2014-POP To:02/28/2015	Maintenance - Option Year 2	(1) 1 EA	\$90000.00	\$90000.00
Line Items:					\$314500.00
Prompt Payment Discount 0 Days 0%		FOB Destination		Origin Transportation Cost: \$0.00	
Vendor Attached Documents: Vendor Comments					
Quote amount contained in attached documents or in the vendor comments area:					\$0.00
Quote Total:					\$314,500.00
(1) Address1: GSA GSA Region 40 40 Region Rd. Atlanta, GA 30312 United States		Individual Receiving Shipment Troy CSR (877) 472-4877 Troy.CSR@nowhere.techflow.com			

[Back](#) [Save to Draft](#) [Submit Quote](#) [Cancel Quote](#)

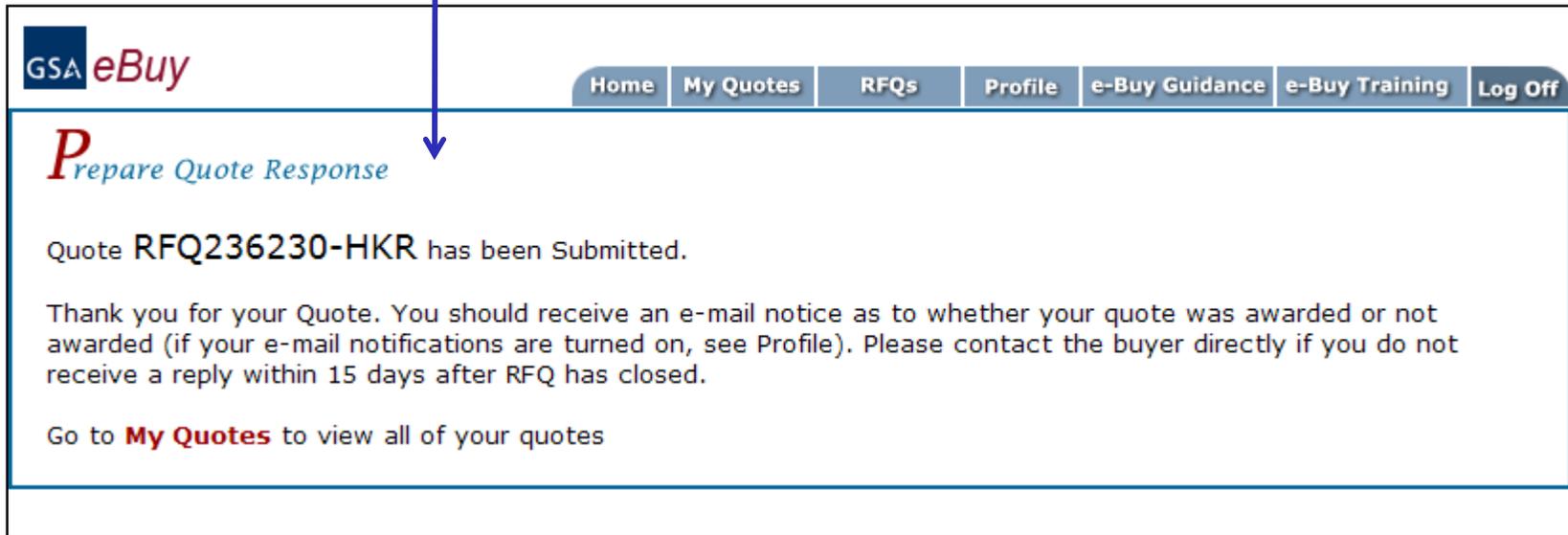
The Unit Price field in e-Buy maps to the Task Item Quote Amount field in ITSS



If the contractor submits a quote in e-Buy and they are not registered in the RBA, their quote data will be transmitted back to ITSS and displayed within a Quote Summary page

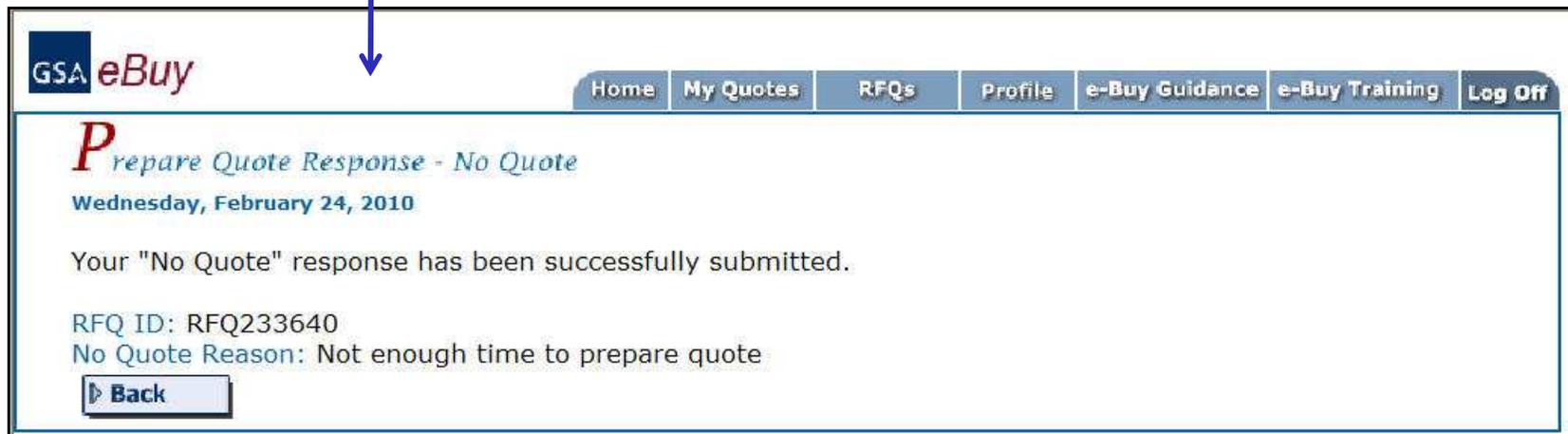


If the contractor submits a quote in e-Buy then they will be displayed an e-Buy Quote confirmation



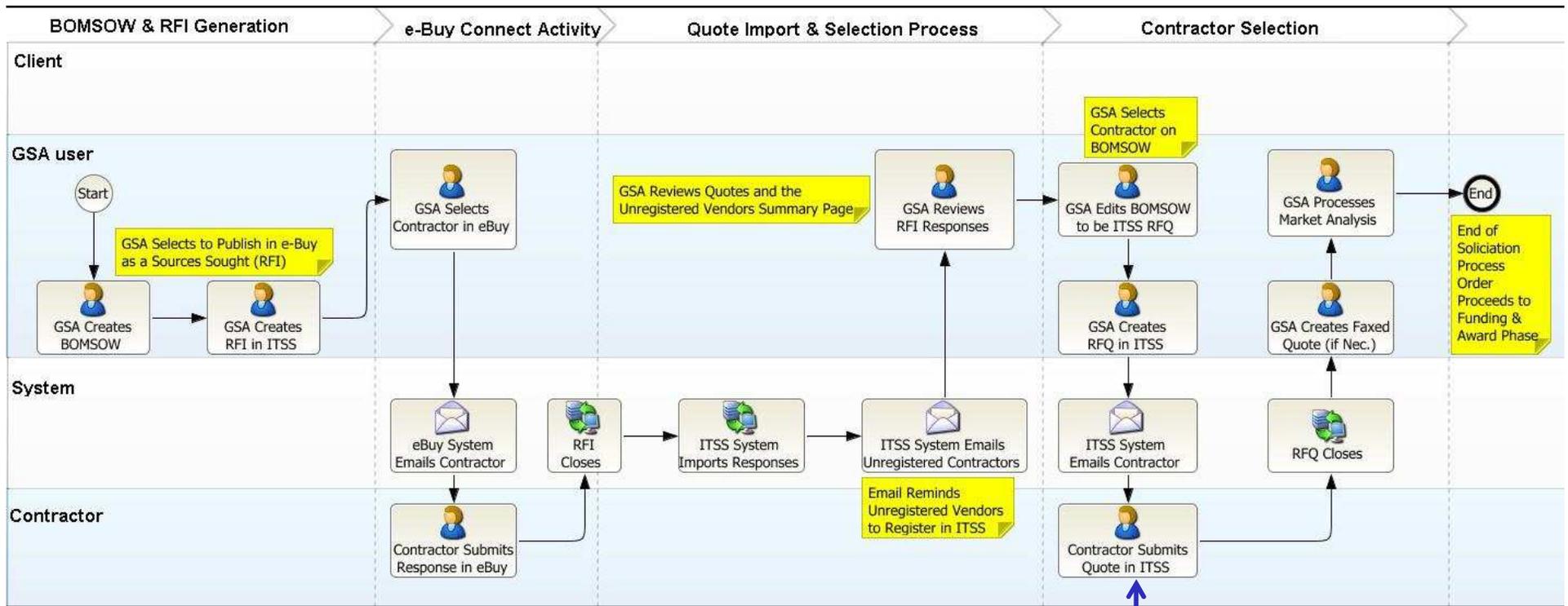
The screenshot shows the GSA eBuy website interface. At the top left is the GSA eBuy logo. To the right is a navigation menu with buttons for Home, My Quotes, RFQs, Profile, e-Buy Guidance, e-Buy Training, and Log Off. The main content area features a large red 'P' followed by the text 'Prepare Quote Response'. Below this, it states 'Quote RFQ236230-HKR has been Submitted.' and provides a thank you message: 'Thank you for your Quote. You should receive an e-mail notice as to whether your quote was awarded or not awarded (if your e-mail notifications are turned on, see Profile). Please contact the buyer directly if you do not receive a reply within 15 days after RFQ has closed.' At the bottom, it says 'Go to My Quotes to view all of your quotes'. A blue arrow points from the text above to the 'Prepare Quote Response' heading.

If the contractor submits a No Quote in e-Buy they will pick a reason and then they will be displayed an e-Buy No Quote confirmation



The screenshot shows the GSA eBuy website interface. At the top left is the GSA eBuy logo. To the right is a navigation menu with buttons for Home, My Quotes, RFQs, Profile, e-Buy Guidance, e-Buy Training, and Log Off. The main content area features a large red 'P' followed by the text 'Prepare Quote Response - No Quote'. Below this, it shows the date 'Wednesday, February 24, 2010' and the message 'Your "No Quote" response has been successfully submitted.' It also displays 'RFQ ID: RFQ233640' and 'No Quote Reason: Not enough time to prepare quote'. At the bottom, there is a 'Back' button with a right-pointing arrow. A blue arrow points from the text above to the 'Prepare Quote Response - No Quote' heading.

RBA & e-Buy Solicitation Process



Contractor creates a Quote in ITSS and enters a quote amount for each task item

Creating a Quote in ITSS

The screenshot shows the GSA AAS Business Systems Portal. At the top left is the GSA logo and the text "U.S. General Services Administration AAS Business Systems Portal". A navigation bar contains "Welcome", "Orders", and "Registration", with "Welcome" selected. A "IT-Solutions" button is visible. The top right shows a user greeting "Welcome Steve Contractor!" and contact information: "AASBS Helpdesk: 877-472-4877" and "AASBS.helpdesk@gsa.gov".

The main content area is titled "IT-Solutions Shop" and is divided into several sections:

- Directory:** Contains links for Registration, IT-Solutions, GSA Information, and Program Information.
- ITSS Quick Links:** Includes a search for "Go to a Specific Order in Integrated:" with a "Go" button, and links for "Create Support Docs", "Quick Order Status", "View Orders by Order ID", and "Go to Legacy".
- System Announcements:** Features an "Entries" section.
- ITSS Reports:** Includes an "RBA Task Overview Report" with a dropdown for "Please select an Order ID..." and a "View Report" button.
- ITSS Action Items:** Shows a dropdown for "View Action Items" and a table with one entry: "ID40120044-000 RFQ.DUE 02/28/2012 07:00 PM EST for Sarah Client (Organization Name) IT Commodities procurement". A blue arrow points to this link.

At the bottom, a disclaimer states: "This is a U.S. General Services Administration Federal government computer system that is" followed by a "Privacy Statement" link.

RFQ link is displayed for the selected Contractors in the ITSS Action Items

GSA IT-Solutions Shop
You are signed in as Steve Contractor

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[WELCOME](#) | [ORDERS](#) | [REGISTRATION](#)

Request for Quote

[Create Quote](#) [Go To Order Package](#)

Submitted By: Christopher CSR on 02/28/2012
Order ID: ID40120044, Mod 000, Version 00, Amendment 00
Client Rep: Sarah Client (Organization Name)
Status: **Quotes Requested**

Contractor can click the Create Quote button on a non e-Buy RFQ that is in an open state



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WELCOME **ORDERS** **REGISTRATION**

Quote

[Close Without Saving](#)

Submitted By: Steve Contractor at 02/28/2012
Contractor: Steve Contractor (IT INDUSTRY PARTNERS) under
 ● All Fields marked with ● are required.

You Must Select a Contract Number that this Quote is Submitted UNDER in the field above

Alternate(s):
Phone Number: **Extension:**

Order ID: ID40120044, Mod 000, Version 00, Revision 00

Quote Due: 02/28/2012 07:00 PM EST
Quote Body:

● AND/OR - To complete the Quote, you must enter in either an Quote Body (above) or attach one or more requirements document(s)(below). You may use both - one is required.

File Attachments:


● I will meet or exceed all requirements: Yes No
● I will meet or exceed desired delivery dates: Yes No

Select a contract number or Open Market

Type a quote body and/or attach a file

File attachments have a maximum size limit of 50 MB per file.
File attachments must have a unique filename within the entire order.

Users must indicate a Task Item Quote Amount for each task item regardless of whether it is active or inactive

Comments:

Task Items:

Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Task Item Quote Amount
FFP	1001	Installation / Maintenance - Base Year	03/01/2012	02/28/2013	n/a	\$37,000.00
COM	1002	Mobile Solutions Equipment	n/a	n/a	03/01/2012	\$124,800.00
FFP	2001	Maintenance - Option Year 1	03/01/2013	02/28/2014	n/a	\$42,000.00
FFP	3001	Maintenance - Option Year 2	03/01/2014	02/28/2015	n/a	\$45,100.00

Total Quote \$: To Calculate Total Quote \$s, Click here >> [Calculate](#) \$248,900.00

Contractor Access List: <<Select Access Rights>>

▼ Edit History

Click *No Bid* if Quote submission is not desired

Edit Dates & Times

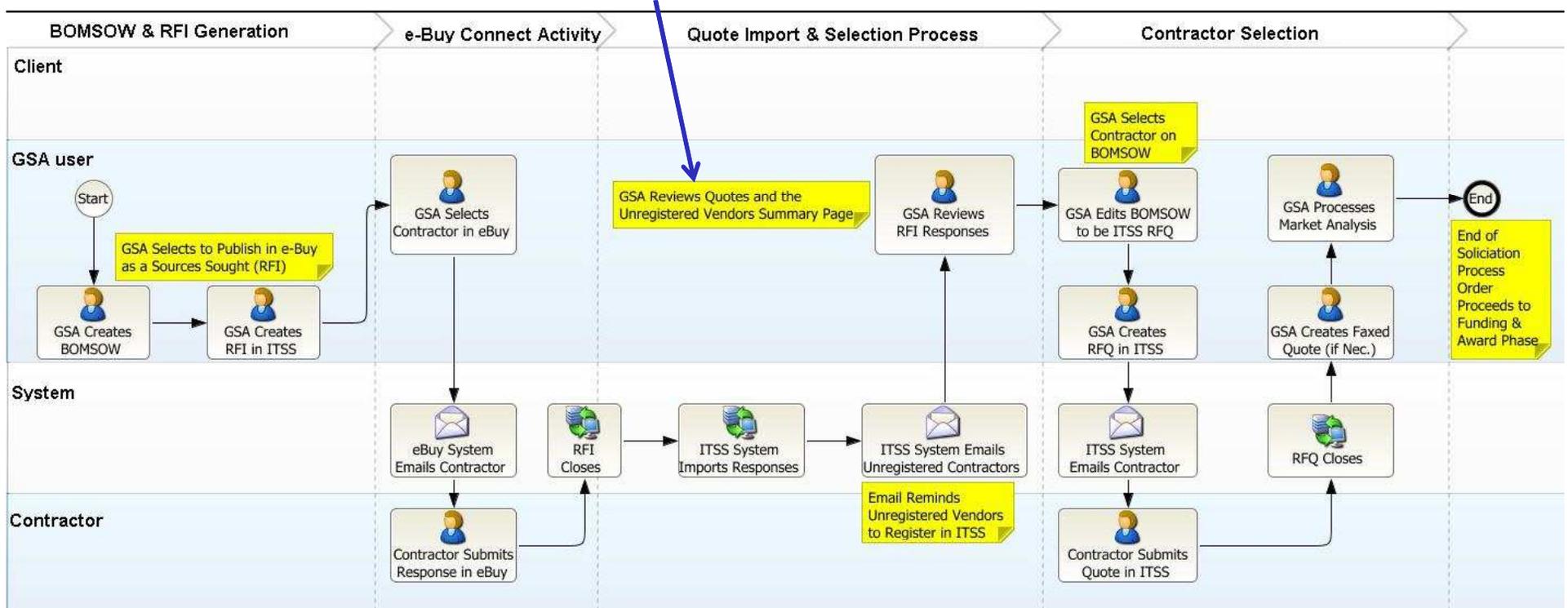
[No Bid](#) [Submit](#) [Close Without Saving](#)

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Total Quote \$ is calculated as the sum of all Task Item Quote Amount values

RBA & e-Buy Solicitation Process

A Quote Summary for Unregistered Contractors document is created and added to the Order Package if the e-Buy Quote Import imported quotes submitted by contractors that were not registered in the RBA



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WELCOME **ORDERS** **FUNDING** **REGISTRATION** **CONTRACTS**

Select a View:
[<<-- View Orders -->>](#) [<<-- View Inactive Orders -->>](#) [<<-- View Action Items -->>](#) [<<-- View Support Information -->>](#)

Go to a Specific View Item: [Create New Order](#)

Orders - Entire Package

Next -> |

- Order Package
 - R7EBUYTRN1A-COI A. Duke (Test TrainInfantry School) Quote Selected>>training in e-buy
 - 00 Chronology
 - 01 BOM/SOW R7EBUYTRN1A - 00 Amendment 00 ANALYSIS COMPLETE
 - RFQ Modification 00 Amendment 00 Revision 00 GSA APPROVED
 - Quote Amd 00 Rev 00 for Stanley Macker(ROBCO CORP.) Cnt# GS-10F-0246L, BID=\$10,000.00
 - Quote Amd 00 Rev 00 for Sharon F. Smithers (ABCASSOCIATES INC.) Cnt# GS-10F-0086K, BID=\$10,000.00
 - [Unregistered Vendor Quotes Summary](#) ←
 - *Market Analysis Amendment 00 - Quote Selected: Stanley Macker- ROBCO CORP. (GS-10F-0246L), \$10,300.00
 - >Certification of Funds has been sent to FM at ITOMS

Click on the Unregistered Vendor Quotes Summary link in the Order Package View to see quote information from unregistered contractors that submitted quotes via e-Buy

Quote Summary for Unregistered Contractors

Page Privileges

user Role Action	Create	Edit	View
GSA user			✓
Client			✓
Contractor			
e-Buy Import	✓		

Information about each Quote submitted in e-Buy by non-registered contractors is displayed in a table for analysis.

If you wish to select an unregistered contractor's quote then:

1. Register the contractor in the RBA
2. Create a Quote for them



IT-Solutions ITOMS

WELCOME
ORDERS
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CONTRACTS

Quote Summary for Unregistered Contractors

Quotes

e-Buy Quote Id	Date Received	Contractor (Company)	Duns Number	E-mail Address	Total Price	Comments	Attachments																												
▼ RFQ233681-AZV	03/01/2010	Ebuy Tester (3H Technology LLC)	GS-10F-0095S 969430164	nobody_tftester@hotmail.com_nowhere_nowhere 1234567890	\$90.00																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>Item No.</th> <th>Description</th> <th>POP From Date</th> <th>POP To Date</th> <th>Delivery Date</th> <th>Task Item Quote Amount</th> </tr> </thead> <tbody> <tr> <td>COM</td> <td>001</td> <td>TEST TASK ITEM DESCRIPTION</td> <td>n/a</td> <td>n/a</td> <td>03/26/2010</td> <td>\$20.00</td> </tr> <tr> <td>LAB</td> <td>002</td> <td>TEST TASK ITEM DESCRIPTION</td> <td>03/26/2010</td> <td>04/25/2010</td> <td>n/a</td> <td>\$30.00</td> </tr> <tr> <td>FFP</td> <td>003</td> <td>TEST TASK ITEM DESCRIPTION</td> <td>04/25/2010</td> <td>05/25/2010</td> <td>n/a</td> <td>\$40.00</td> </tr> </tbody> </table>								Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Task Item Quote Amount	COM	001	TEST TASK ITEM DESCRIPTION	n/a	n/a	03/26/2010	\$20.00	LAB	002	TEST TASK ITEM DESCRIPTION	03/26/2010	04/25/2010	n/a	\$30.00	FFP	003	TEST TASK ITEM DESCRIPTION	04/25/2010	05/25/2010	n/a	\$40.00
Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Task Item Quote Amount																													
COM	001	TEST TASK ITEM DESCRIPTION	n/a	n/a	03/26/2010	\$20.00																													
LAB	002	TEST TASK ITEM DESCRIPTION	03/26/2010	04/25/2010	n/a	\$30.00																													
FFP	003	TEST TASK ITEM DESCRIPTION	04/25/2010	05/25/2010	n/a	\$40.00																													
▶ RFQ233681-SWJ	03/01/2010	Ebuy Tester (3M Company)	GS-10F-0454M 021873203	ebuyrfq@gsa.gov 1234567890	\$120.00																														
▶ RFQ233681-MAY	03/01/2010	Ebuy Tester (2020 COMPANY, LLC)	GS-10F-0141S 169810657	nobody_tftester@hotmail.com_nowhere_nowhere 1234567890	\$60.00																														

No Quotes

-- NONE --

Task Item Quote Amounts are displayed for each Unregistered Contractor that submitted a Quote in e-Buy

If a GSA user creates a quote for one of the unregistered contractors (after contractor registers in RBA) then the quote is generated with e-Buy task item quote data

GSA user can create a Faxed Quote on behalf of the Contractor after the RFQ has closed by clicking the **Create Faxed Quote** button on the RFQ

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WELCOME **ORDERS** FUNDING REGISTRATION CONTRACTS

Request for Quote

Create Faxed Quote Market Analysis Edit Go To Order Package

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WELCOME **ORDERS** FUNDING REGISTRATION CONTRACTS

Pick Contractor for Quote

1. Highlight the name of the Contractor you are submitting a Quote for:

Jim Contractor

2. Click the Select button

Select

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GSA user selects a contractor from the drop-down Contractor List

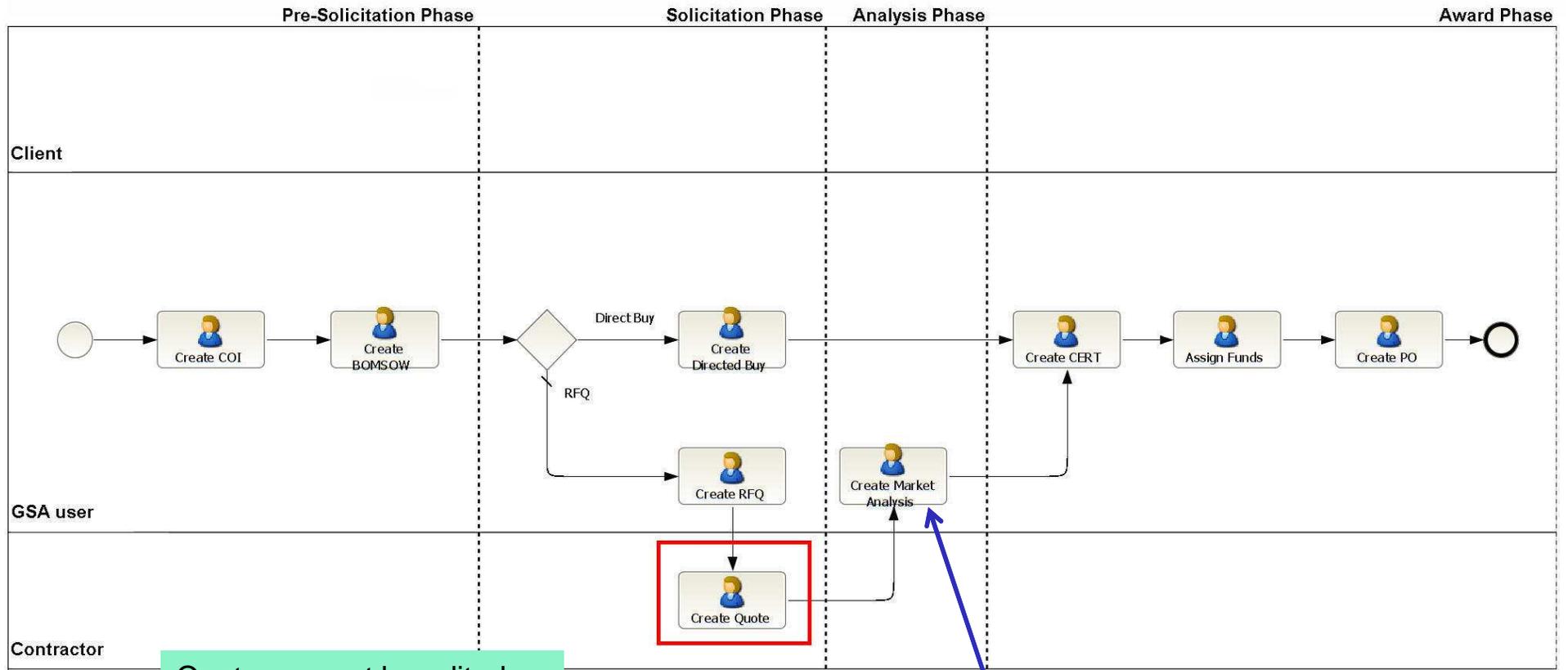
Quote Status Glossary

Status	Definition
Open	Quote editable and both the 'No Bid' and 'Edit' buttons are displayed.
Closed	Quote no longer editable and only the 'Go to Order Package' button is displayed.

Next Steps...

The RFQ can close for 3 reasons:

1. RFQ closes automatically by system due to close date/time
2. GSA user manually closes RFQ (If non-eBuy)
3. GSA user creates Market Analysis which auto-closes RFQ (cannot occur if RFI)



Quotes cannot be edited or submitted by the Contractor if the RFQ Close Date/Time has passed unless the RFQ is reissued

GSA user creates a Market Analysis to evaluate Quotes



Federal Acquisition Service

Questions & Support

- For questions regarding AAS Policy please contact randy.matlack@gsa.gov or robert.niewood@gsa.gov
- For questions regarding the RBA Quote training module please contact RBA Technical Support:

Phone: (877) 472-4877

Email: AASBS.helpdesk@gsa.gov

