NITAAC Government-Wide Strategic Solutions (NITAAC-GSS) Category 2 Ordering Guide

The following procedures outlined in this ordering guide support the ordering of the six standard configurations for laptops and desktops offered under NITAAC-GSS program. Each CIO-CS Contract Holder was provided fair opportunity to be considered for each order.

Fair Opportunity Requirements: Requirements for meeting fair opportunity can be found in **FAR Part 16.505**. Please call (1.888.773.6542) or email the NITAAC help desk at NITAACSupport@nih.gov if you have any questions.

IMPORTANT: Instructions found in this ordering guide are for those that have the authority to purchase on behalf of the Government. By logging into e-GOS, NITAAC's Electronic Government Ordering System, those without procurement authority may review the laptop and desktop offerings but should work with their purchasing official to issue a Request for Quote (RFQ) or   make an award.

Click **here** for a listing of standard configurations.

Quick Navigation

Requirements ≤ $3,500.00

1. Log into e-GOS - If you do not have a login, follow onscreen instructions to self-register

2. Click on NITAAC-GSS

3. Click on CATEGORY 2 – IOS SYSTEMS, TABLETS, AND RUGGEDIZED DEVICES

4. Review the specifications for the product offerings

5. Scroll down to review the offerings under a specific configuration (i.e. Mac Laptop) that meet your requirement(s) and click on the product name. This will open/download an offering spreadsheet that includes all of the contract holders that offer that specific product.

6. Using the POC information stored on each spreadsheet, contact Contract Holder(s) that meet your requirement(s) to place an order

Requirements > $3,500.00 ≤ $150,000.00

1. Follow procedures #1 through #4 as specified for Requirements ≤ $3,500

2. Scroll down to review the offerings under a specific configuration that meet your requirement(s)

3. Using the Catalog, consider price and other factors to determine which product(s) provide the best value. Click on the product name. This will open/download an offering spreadsheet that includes all of the contract holders that offer that specific product.

4. Using the POC information stored on each spreadsheet, contact Contract Holder(s) that meet your requirement(s) to receive a quote

5. Generate order using your agency contract writing system (a government purchase card may also be used) to place an order

IMPORTANT: For orders that do not exceed the Simplified Acquisition Threshold (SAT), a contracting official need not contact each of the multiple awardees under the contract before selecting an order awardee if the contracting official uses the information available to ensure that each awardee has been provided a fair opportunity to be considered for each order.

Requirements $150,000.00 \leq $5.5 million

1. Follow procedures #1 through #4 as specified for Requirements ≤ $3,500

2. Review the specifications for the product offerings to determine which configuration(s) meet your requirement(s)

3. Issue a Chief Information Office Commodities and Solutions (CIO-CS) Request for Quote (RFQ) in e-GOS

4. Under "Contract Holder Selection" check the box marked "GSS Order"
   - ✓ By selecting this option, the RFQ will only be released to GSS Contract Holders
   - ✓ If you are restricting to one manufacturer, you are required to upload an exception to fair opportunity

5. After completing evaluations of quotes received in e-GOS, issue delivery order(s) (i.e. award) using your agency contract writing system, and report it in e-GOS to complete the delivery order process.

1. Follow the procedures as specified for **Requirements $150,000.00 ≤ $5.5 million**

2. Follow the procedures under FAR Subpart 16.505 (b)(1)(iv) and your agency specific guidance on how to issue a delivery order in excess of $5.5 million

3. After reviewing the quotes received in response to an RFQ, generate delivery order(s) (i.e. award) using your agency contract writing system, and report it in e-GOS to complete the delivery order process.