



Team Macro Solutions assembled important and common questions from current and prospective customers in the FAQ below. We hope that you find them useful. If you have a question that is not on our FAQ, please contact us at [ITES-3S@macrosolutions.com](mailto:ITES-3S@macrosolutions.com)

### **HOW MUCH DOES ITES-3S/CHESS CHARGE USERS TO USE THE VEHICLE?**

ITES-3S is a ZERO COST (\$0) vehicle for the procurement of commercial IT services and is open to all Federal Government organizations.

### **HOW DO YOU REGISTER AS A CHESS PORTAL USER?**

You need to go to the CHESS Portal (<https://chess.army.mil>), and click on "Register" at the top right of the window. You will be prompted to answer a series of questions upon establishing a user account. Once you are approved, you will have access to the CHESS portal and can post RFIs and RFPs based on your organization's needs.

### **WHAT RESTRICTIONS DOES CHESS USE TO GOVERN THE SOLICITATION PROCESS?**

As the procurement official, you are in control of how your solicitation is conducted. Through a series of drop down menus you can advertise your requirement as a Small Business, Women Owned Small Business, or unrestricted/full and open. You establish the time frame for quotes or proposals, although CHESS recommends a minimum of 7 days, you still have the ability to change this. You also have the ability to upload documents, like Statement of Objectives (SOOs), or Statement of Works (SOWs).

### **WHAT ARE MY OBLIGATIONS TO CHESS TO COMPLETE AN AWARD?**

Once you have completed your evaluation of proposals and award the work, the CHESS program requires you to input and upload the information on the CHESS portal such as the winning bid, the company awarded the work, and the awarded price. This amount is applied to the ceiling for the ITES-3S contract vehicle.

### **DO I NEED TO MIPR FUNDS TO CHESS FOR MY PROCUREMENT VALUE AWARDED?**

No. You actually make the award (Delivery Order/ Purchase Order) via your organization's contract organization. Think of CHESS as the ability to streamline the advertising/soliciting activities to get your requirements in front of qualified bidders, and facilitate the receipt of proposal and quotes for your review and decision. The actual award of the contract is from your contracting organization, but recorded in CHESS for ceiling monitoring and other recording purposes.

### **DOES CHESS OFFER ANY SUPPORT OR TRAINING TO USERS TO ADDRESS ANY SPECIAL CIRCUMSTANCES OR PROCUREMENT QUESTIONS?**

CHESS has a robust Help Desk (888-232-4405 or [armychess@mail.mil](mailto:armychess@mail.mil)) with very knowledgeable resources. Additionally, the CHESS Program Manager, Mr. Keith Copeland can be reached at 703-806-8222 or [james.k.copeland1.civ@mail.mil](mailto:james.k.copeland1.civ@mail.mil) and is available to provide assistance.

### **IF I HAVE A UNIQUE REQUIREMENT OR THERE IS ONLY ONE COMPANY THAT CAN SATISFY MY REQUIREMENT, WILL ITES-3S PERMIT A SOLE SOURCE AWARD PROCESS?**

The CHESS portal does provide the mechanism to post and process sole source awards. The CHESS mechanism follows standard procurement rules for justification of that decision. Additionally, the company would need to be an ITES-3S prime contractor.