

2016

AFWay User's Guide for NC-2 Application Services



Version 1.2

11 May 2016



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AFWay Customer Ordering Instructions for Applications Services

Customer and Contracting Officer (CO) Instructions for Application Services

(AFWay can be found at: <https://www.afway.af.mil/>.)

Important Considerations:

- Although the term Request for Quote (RFQ) is indicative of products requirements for a delivery order and the term Request for Proposal (RFP) is indicative of services requirements for a Task Order (TO), these two terms will be synonymous in this document. **All references to the term RFQ will designate any customer solicitation from vendors for solutions to requirements, whether it involves products or services.**
- Customers who wish to solicit a Request for Information (RFI) from services vendors will use the same process to gather this information as they would for a RFQ with "RFI-" at the beginning of the title.
- If your Application Services RFQ requires Information Technology (IT) software/hardware procurement, vendors are responsible to include these estimates as part of their response to the RFQ. A minimum of two of these estimates must be provided with the response to the customer RFQ.
- If only using AFWay for Application Services Indefinite Delivery Indefinite Quantity (IDIQ) contract, you may expedite your acquisition by using "**NC2S**" as your Equipment Custodian Account Number (ECAN). Keep in mind, if an ECAN is changed and there are open RFQs or Orders already in a workflow, they will now be attached to the new ECAN's workflow which may cause issues in your approval process.
- Vendors will be registered with accounts in AFWay by the time ordering is available for the respective NetCents-2 Application Services IDIQ contracts.
- No Government Purchase Card (GPC) acquisitions are allowed on the Application Services IDIQ contract.
- AFWay is an unclassified system. There will be no classified information processed via AFWay. Classified TOs will follow a unique process entirely outside of AFWay at the advisement of the NetCents-2 Program Management Office (PMO) and decentralized customer organization.



1. AFWay Registration for New Users

- a. To register as a new customer to AFWay, navigate to <https://www.afway.af.mil/> using your web browser and select the "Registration" link at the top right of the AFWay Home Page.



Figure 1 – AFWay Home Page

AFWay Registration User Registration Help

Welcome to the AFWay Registration/User Profile page. If at any time you have difficulties entering information into the required field, or if you find that the drop-down menus are incomplete, please contact the AFWay Help Desk at DSN 596-5774.

Register now to:

- Look for up-to-date product and pricing information on selected federal contracts.
- Select items to add to your own shopping baskets.
- Obtain official quotes online.
- Process orders electronically with your Government Credit Card.
- Process orders electronically via Funding Document.

Common Access Card Identification
Already Registered? C=US, O=U.S. GOVERNMENT, OU=DCD, OU=PKI, OU=CONTRACTOR, CN=BERGERON TERRY JAMES 1266524664

Authorization

* Authorization
 Customer
 Vendor

* Rank/Title * First Name Middle Name * Last Name

Address

FPO/APO Address

* Address 1 * City/State * State

Address 2 * Zip * Country

Contact

* Email * Agency

* Comm Phone Comm Fax DSN Phone DSN Fax

Security Questions

If your account becomes locked, your Security Word Hint will be provided and you will be asked to identify your Security Word to regain access to your account.
Answers may contain: Letters, Numbers, spaces, and !?

| | |
|---|--|
| * Security Question #1 Who was your favorite cartoon character as a child? | * Security Answer #1 <input type="text"/> |
| * Security Question #2 What was your first pet's name? | * Security Answer #2 <input type="text"/> |
| * Security Question #3 If you had chosen your first name, what would it have been? | * Security Answer #3 <input type="text"/> |
| * Security Question #4 What was your High school name? | * Security Answer #4 <input type="text"/> |
| * Security Question #5 What is the title of your favorite book? | * Security Answer #5 <input type="text"/> |

Figure 2 – AFWay Registration Page

- b. Fill in all of the required fields, identified with an asterisk. NOTE, the "Agency" field determines the approval process for RFQs. Depending on the menu selection, the user will be required to complete one of the following two steps to successfully complete registration.



1. If the "Agency" field is "DEPT OF DEFENSE – AIR FORCE," four additional required fields will appear: MAJCOM, BASE, Direct Reporting Activity (DRA) and ECAN. **THE DRA AND ECAN FIELDS ARE CRITICALLY IMPORTANT** to the success of a Customer's RFQ reaching the CO for approval and distribution to the NetCents-2 Application Services vendors.
 - **MAJCOM** – Enter your MAJCOM
 - **BASE** – Enter your Base
 - **ECAN** – Use your original ECAN at your base or "NC2S" if only using AFWay for NETCENTS-2 Application Services IDIQ
 - **DRA** – This field determines the person who will fulfill the Base Equipment Custodian Officer (BECO) role in the approval chain. The BECO will then assign the respective CO. For help finding the correct DRA, select the "Help finding your DRA" link to the right of the DRA field. A page showing "DRA's By Base" will appear. DRA's are listed according to the base in alphabetical order. If the base has more than one DRA, check for the respective MAJCOM and Organization or verify with your BECO for the correct DRA.
2. If the "Agency" field is populated with any other menu selection, no additional fields will appear. **Users should not call the Field Assistance Service (FAS) for your "Check Out" button as permission will be granted by your Equipment Custodian (EC).** After registration is complete, the Customer will need to contact the AFWay phone at (334) 416-5771, Opt 1, 5, 5 and send an e-mail to fas.team5@us.af.mil to finish account configuration and have the ability to generate RFQs to vendors. This is available to active duty and federal employees only.
- c. Once all of the applicable fields have been completed, click on the "Register on AFWay" button to complete the registration process. If there are any errors, a new page will be displayed indicating any registration errors. Click on the "Return to Registration" button, correct any errors and then click on the "Register on AFWay" button.
- d. After successful registration, you will be directed to a Welcome screen to register your Common Access Card (CAC).

2. Logging into AFWay

- a. To log in to AFWay, navigate to <https://www.afway.af.mil/> using your web browser.
- b. Click on the "Log In" link under the Home Page heading on the right.



Figure 3 – User CAC Registration Page

- c. Enter your E-mail Address associated with your legacy AFWay account. Enter the password associated with your legacy AFWay account.

NOTE: If an incorrect Password is entered 3 times, the account will be locked. Contact the FAS, DSN 596-5771, opt 1, opt 5 and a new one-time temporary password will be automatically generated and sent via e-mail. After a successful login to the system, you will be required to change the password.

3. Verify Account

- a. Upon successfully logging into AFWay, the “Main” page will be displayed.
- b. Click on the “View/Edit Your Account Information” link under the “My Account” menu.
- c. Verify your account information.



Figure 4 – My Account Menu

d. Verify the information is correct. If any changes are made, click the Update button.

Warning:
Air Force Users who change their MAJCOM, DRA, or ECAN will lose their permission to purchase.
Also, Air Force Users who change their Agency to something other than 'Dept. of Defense - Air Force' will lose all of their Air Force roles they currently hold on AFWay.

Authorization

* Authorization
 Customer
 Vendor

Rank/Title: _____ * First Name: MICHAEL Middle Name: D * Last Name: IVISON

Address

FPO/APO Address

* Address 1: 201 E. MOORE DR * City/Base: MAXWELL AFB-GUNTER * State: ALABAMA
 Address 2: _____ * Zip: 36104 * Country: UNITED STATES

Contact

* Email: michael.ivison.ctr@us.af.mil * Agency: DEPT. OF DEFENSE- AIR FORCE
 * Comm. Phone: (334)416-_____ Comm. Fax: (____)____-_____ DSN Phone: _____ DSN Fax: _____

DEPT. OF DEFENSE- AIR FORCE

* MAJCOM: _____ * Base: _____
 * DRA: [Help finding your DRA](#) * ECAN: [Help finding your ECAN](#)

Security Questions

If your account becomes locked, your Security Word Hint will be provided and you will be asked to identify your Security Word to regain access to your account.
 Answers may contain: Letters, Numbers, spaces, and !?

| | |
|---|------------------------------|
| * Security Question #1 Who was your favorite cartoon character as a child? | * Security Answer #1 1234 |
| * Security Question #2 What was your first pet's name? | * Security Answer #2 1234 |
| * Security Question #3 What is the name of the first National Park that you visited? | * Security Answer #3 1234 |
| * Security Question #4 What was your high school name? | * Security Answer #4 1234 |
| * Security Question #5 What is the title of your favorite book? | * Security Answer #5 1234 |

Figure 5 – View/Edit Account Information Page



- e. The “User Profile” page is where you can view submitted or pending RFQs and orders. Under the “My Account” menu, select “User Profile.”

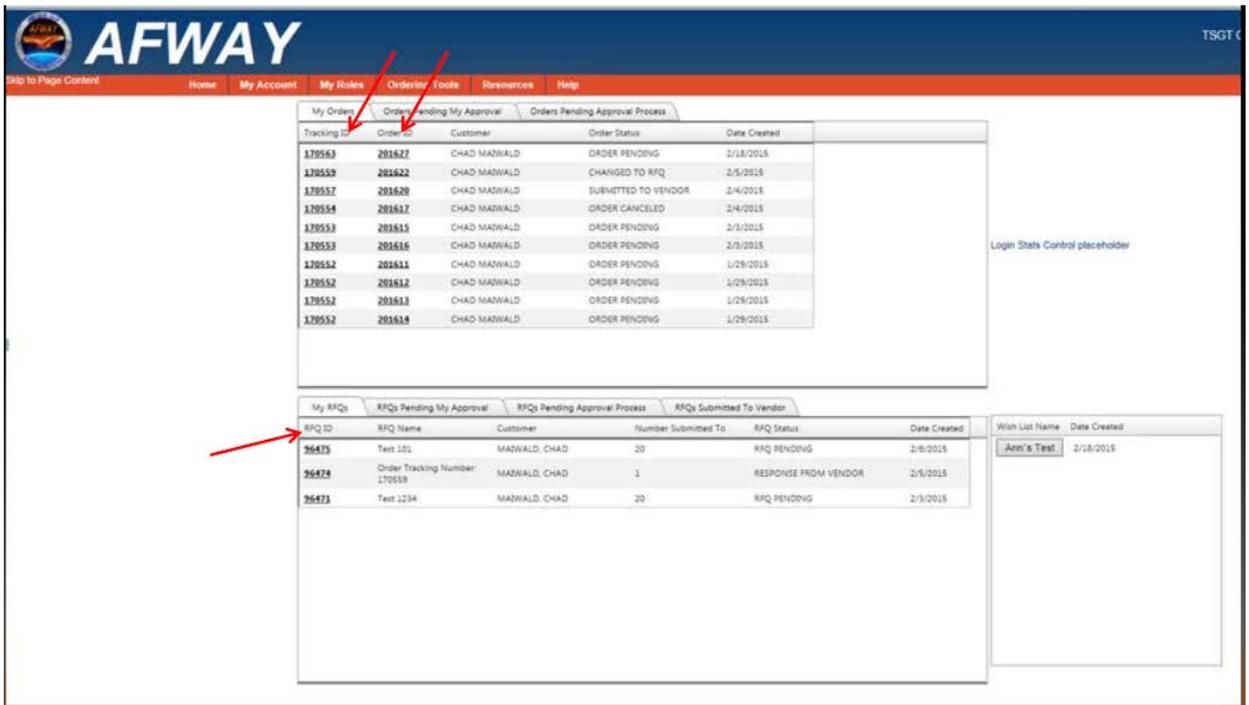
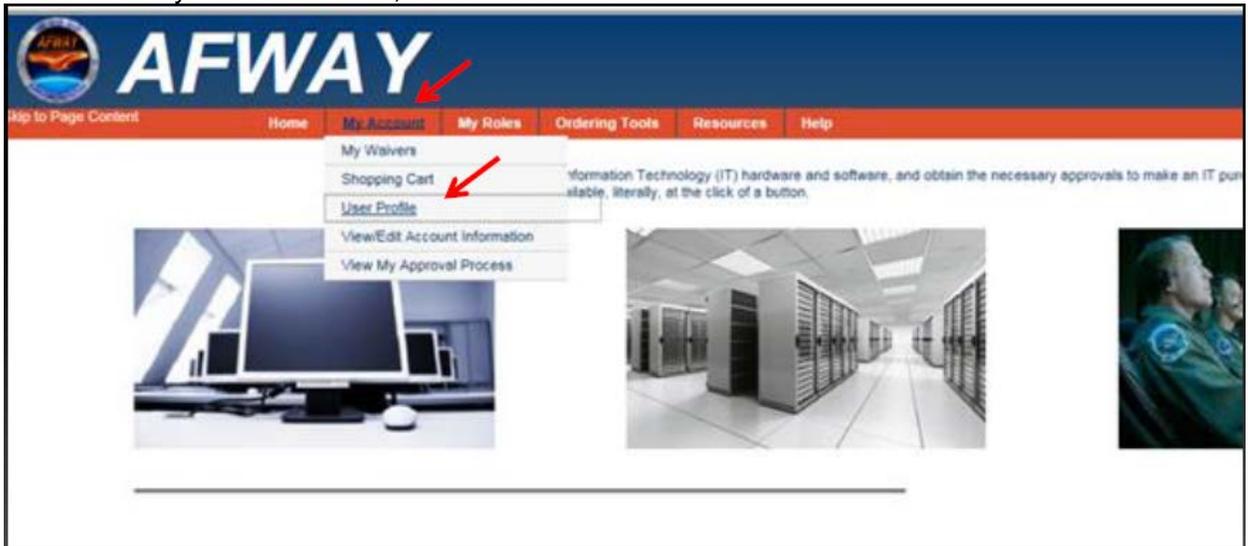


Figure 6 – User Profile Page

4. Submitting a RFQ Using AFWay

- a. After you've successfully logged into AFWay, click “Ordering Tools” and then click “Submit RFQ” from the drop down.

NOTE: If an error occurs, contact the FAS, DSN 596-5771, opt 1, then 5 for AFWay assistance.



Figure 7 – Submit RFQ Selection

- b. Upon clicking the link, the RFQ page is displayed to the User. The RFQ page allows the User to specify and include all information required for a RFQ. Follow the instructions below for completing each section of the RFQ page:



Submit RFQ

* RFQ Name:

* RFQ Description:

* Vendor Categories:

| Contract Number / Vendor Name / Small Business Type |
|---|
| There are no vendors for the selected contract category |

Rationale:

* Desired delivery date:

* Quantity:

* Anticipated Price: \$

Attachments (Valid types are: MS Excel, MS Word, PDF, and Text files. Any other file types will be removed before RFQ is submitted.)

Figure 8 – Submit a RFQ Page

- **RFQ Name:** Create a unique Application Services RFQ name, but ensure the name begins with 'NC-2 Application Services...' (i.e. NC-2 App SVCS – System Acronym)



- **Description:** Use one of the following to provide a general description of the overall RFQ requirement(s)
 - Sustainment Services
 - Migration Services
 - Integration
 - Re-engineering
 - Web Services/Information
 - Application Services
 - Data Services
 - Operational Support
 - Help Desk Support
 - Testing Support
 - Other

- **Vendor Categories:** Select either 'NETCENTS-2 Application Services SB' or 'NETCENTS-2 Application Services Full & Open'



Submit RFQ

* RFQ Name:

* RFQ Description:

* Vendor Categories:

| Contract Number / Vendor Name / Small Business Type |
|--|
| (FA8771-12-D-1001) DATUM SOFTWARE - N2 APP SERVICES SB, 8a, WO, DB |
| (FA8771-12-D-1002) DIGITAL MANAGEMENT - N2 APP SERVICES SB, 8a, DB |
| (FA8771-12-D-1003) DILIGENT CONSULTING - N2 APP SERVICES SB, VO, DV |
| (FA8771-12-D-1004) DIVERSIFIED TECHNICAL SERVICES - N2 APP SERVICES SB, WO |
| (FA8771-12-D-1005) DSD LABORATORIES - N2 APP SERVICES SB |
| (FA8771-12-D-1006) EXCELLUS SOLUTIONS - N2 APP SERVICES SB |
| (FA8771-12-D-1007) EXETER GOVERNMENT SERVICES - N2 APP SERVICES SB, VO |

Rationale:

Figure 9 – Vendor Categories

- **AFWay Vendors:** By selecting either 'NETCENTS-2 Application Services SB' or 'NETCENTS-2 Application Services Full & Open,' the applicable set of vendors will be populated in the window below Vendor Categories. All NC-2 vendors must have an opportunity for fair competition based on Federal Acquisition Regulation (FAR) unless a Fair Opportunity Exception (FOE) has been approved by the CO.
- **Rationale:** Enter information you want those in your approval chain to see. Vendors cannot view this information.
- **Desired Delivery Date:** Enter the desired product(s) delivery date.



- **Quantity Requested:** Enter at least 1. Do not leave at the number 0. The total quantity will be reflected in the attached Statement of Objective/Technical Requirements Package (SOO/TRP).
 - **Anticipated Price:** Should equal your Independent Government Estimate (IGE) dollar amount. **Note: This information is not sent or visible to the vendor.**
 - **Attachments:** Click the Select button to add attachments. You can have 10 attachments, with no more than 12MB total per RFQ. One attachment can be 5MB but total attachments cannot exceed 12MB. They can be Word, Excel, Text, PDF and/or PowerPoint. Ensure your file attachment names are meaningful to users. If your attachments are more than 12MB, use the AMRDEC SAFE ACCESS FILE EXCHANGE (SAFE) website to post large amounts of documentation. Directions for the use of SAFE can be found in the App Svs User's Guide.
- c. Click on the "Submit" RFQ button to create the RFQ.
- d. A dialog will prompt you if you want to submit the RFQ.

The screenshot displays the RFQ submission interface. At the top, a list of RFQs is shown with a dropdown arrow on the right. Below the list is a 'Rationale' text area. To the right, a 'Confirm Submission' dialog box is open, asking 'Are you sure you want to submit this RFQ?' with 'OK' and 'Cancel' buttons. Below the dialog, there are input fields for 'Desired delivery date' (5/27/2016), 'Quantity' (2), and 'Anticipated Price: \$' (100). At the bottom, there is an 'Attachments' section with a 'Select' button and a 'Submit RFQ' button.

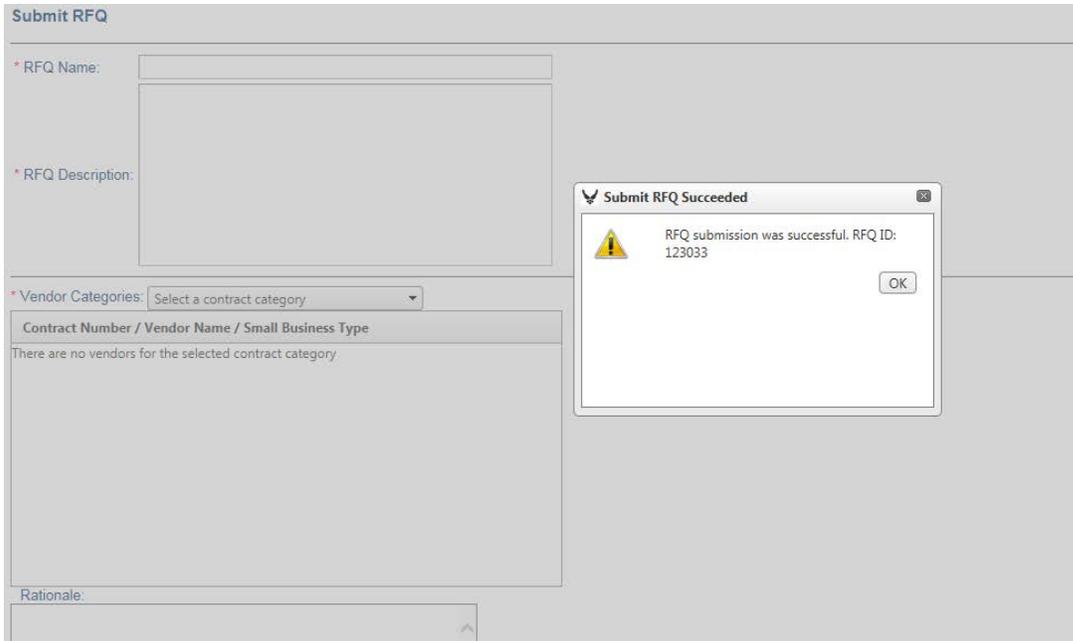


Figure 10 – Submit RFQ Prompt

e. Returning to the User Profile page will show your successful RFQ submission.

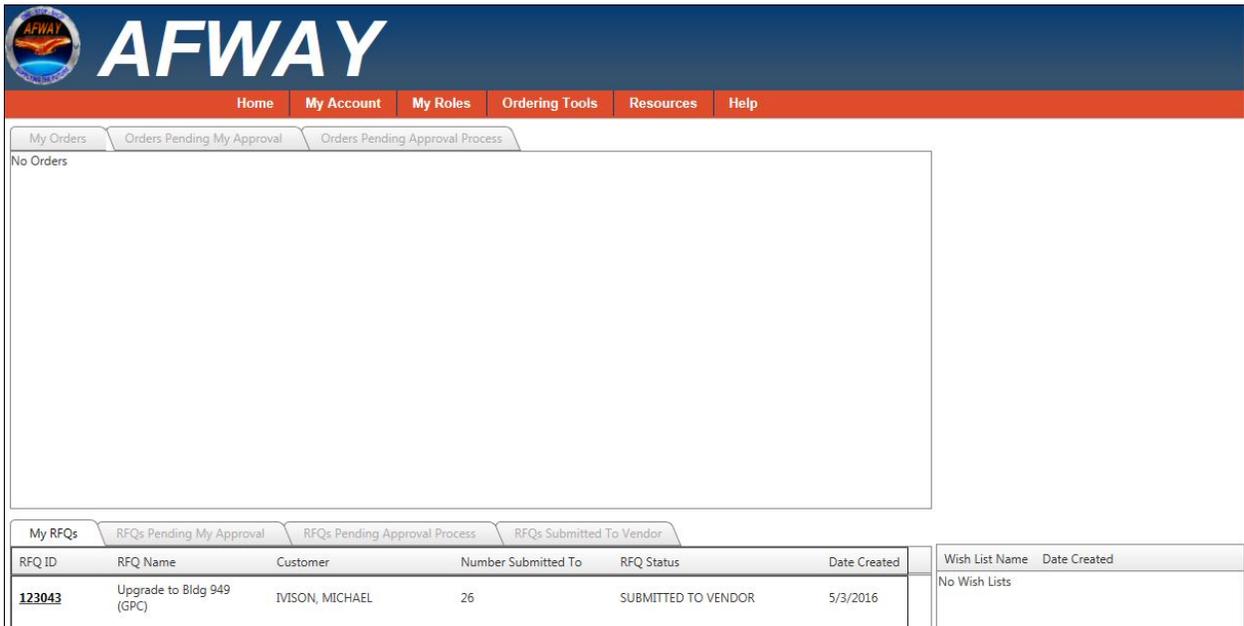


Figure 11 – User Profile Page



5. AFWay Approval Process

****PLEASE NOTE THAT THE EMAIL NOTIFICATION SYSTEM IN AFWAY HAS NOT BEEN PROVEN.** We advise that you check your AFWay RFQ status on a regular basis to ensure that the RFQ is moving along at a timely rate.

- a. Once a RFQ is created and submitted by an Air Force or DoD customer, it will go through the Approval Process for their assigned DRA and ECAN. At each step, an e-mail notification is sent to the approver and the customer.

NOTE: RFQs created and submitted by non-Air Force customers will go directly to the vendors for responses.

- b. The RFQ will go through the following steps in the Approval Process based on the ECAN code you used in the Verify Account Information, Para 2, of this document:
 - EC
 - Base Reviewer
 - BECO
 - Approval Official (AO)
 - Resource Advisor (RA)
 - CO
- c. Once the RFQ is approved by everyone in the approval process, it is then automatically submitted to the vendor. The vendor receives an e-mail notification of the new RFQ awaiting their action. Any e-mail collaboration will need to be done using regular e-mail outside of AFWay and BEFORE the solution is submitted. Once the vendor submits a solution it cannot be re-submitted. Clicking on the RFQ number will display details of the RFQ.



RFQ Info

RFQ Status: SUBMITTED TO VENDOR
RFQ ID: 123043 RFQ Name: Upgrade to Bldg 949 (GPC)
Vendor: [blank] Desired Delivery Date: 5/31/2016
Response Date: 5/3/2016 Date: [blank]
Anticipated Price: \$1.00
Quantity Requested: 1
Description: 25 Cisco Switches 6' Blue Plenum

Customer Info

Name: MICHAEL IVISON
DRA: [blank]
ECAN: [blank]
Address: 201 E. MOORE DR
MAXWELL AFB-GUNTER, AL 36104 UNITED STATES
Email: michael.ivison.ctr@us.af.mil
Phone: 334416

Customer Attachments:

| | |
|-----------------------|----------------|
| afway attachment.docx | MICHAEL IVISON |
|-----------------------|----------------|

Registered Vendors

| Contract # | Vendor Name | Status |
|------------------|------------------------------|---------------------|
| FA8732-13-D-0014 | ACE TECHNOLOGY PARTNERS, LLC | SUBMITTED TO VENDOR |
| FA8732-13-D-0029 | BLUE TECH, INC. | SUBMITTED TO VENDOR |
| FA8732-13-D-0013 | CDW GOVERNMENT LLC | SUBMITTED TO VENDOR |
| FA8732-13-D-0015 | COUNTERTRADE PRODUCTS, INC. | SUBMITTED TO VENDOR |
| FA8732-14-D-0002 | DELL FEDERAL SYSTEMS L.P. | SUBMITTED TO VENDOR |

Approval Process Details

Completed Steps

| Role | Name | Approval Date |
|------|------|---------------|
|------|------|---------------|

Next Step Approvers

| Role | Name | Primary? |
|------|------|----------|
|------|------|----------|

Figure 12 – View RFQ Page

- d. When the vendor responds with a solution or chooses to decline, an e-mail notification is sent to the customer.
- e. The customer can view a vendor response to an RFQ:



- From the User Profile, click on the *Request for Quotes* tab.
- Click on the RFQ ID number to open the RFQ page.
- Click on the vendor with a "Response from Vendor" status.
- Details of the vendor's response will be displayed.

Registered Vendors

| Contract # | Vendor Name | Status |
|------------------|-----------------------------|----------------------|
| FA8732-13-D-0015 | COUNTERTRADE PRODUCTS, INC. | SUBMITTED TO VENDOR |
| FA8732-14-D-0002 | DELL FEDERAL SYSTEMS L.P. | SUBMITTED TO VENDOR |
| FA8732-14-D-0009 | FCN INC. | RESPONSE FROM VENDOR |
| FA8732-14-D-0001 | FEDERAL NETWORK SYSTEMS LLC | SUBMITTED TO VENDOR |
| FA8732-13-D-0010 | FEDSTORE CORPORATION | SUBMITTED TO VENDOR |

Award RFQ

Vendor Products

| Contract # | OEM | OEM Part # |
|------------------|-----------|------------|
| FA8732-14-D-0009 | 3COM CORP | 1234 |

Vendor Response

Email: JOHNJONES@MYCOMPANY.NET

Response:

Expiration Date: 5/31/2016

Comments:

Total: \$62500.00

Figure 13 – Vendor Responses