



Aspen CRM Solutions

GSA Advantage! e-Buy Directions

To get a quote for a specific project, take the following steps:

1. Go to www.gsaadvantage.gov.
2. Click on the GSA e-Buy link on the right.
3. Log in as a federal government buyer (if you don't have a login and password, click on "Register for a user ID and password").
4. Click on the "Prepare an RFQ" tab.
5. Click on the "Add Category" button
6. Enter "899 1" in the search field.
7. Click on the link to 899 1.
8. Place a check next to Aspen CRM Solutions (in the list, it appears as Aspen Cultural Resource Manageme") and another other vendors from whom you would like a quote.
9. Click the Submit button.
10. Enter in the appropriate information on your current project, including attaching any files. Click Continue, approve your submission, and click Submit RFQ.

Once we receive the Request for Quote in an email from the e-Buy system, we will submit an estimate based on the Scope of Work included in the RFQ. We appreciate the opportunity to bid on your projects, and we are happy to answer any questions you may have. Email Dr. Emily Brown at emily@aspencrmsolutions.com or call (505) 231-0157.