**e-GOS Request for Information Guide**

The e-GOS system allows agencies to conduct market research by issuing requests for information under CIO-SP3 and CIO-SP3 Small Business. To begin the market research process:

* 1. In your web browser, go to <https://cio.egos.nih.gov/#login> and enter your username and password.
	2. Select RFI from the drop-down menu and click “Create.”



* 1. Enter a title and description for the RFI. Next, add points of contact by clicking “Click to Add.”



* 1. Choose a GWAC and set-aside category from the dropdowns and select all required task areas.



* 1. Choose when you want the RFI to be released and whether or not you will accept questions. Next, choose the date and time for questions and responses to be submitted.



* 1. Click the “Upload Files” tab. Select the document type from the dropdown, enter a document title, choose the file from your computer, then click “Add Document.”



* 1. Click the “Submit to NITAAC” tab then click the “Submit to NITAAC” button at the bottom of the screen.

