1. **Enterprise License Agreement (ELA)**
   - Determine ELA Agreement from CHESS Software Agreements Page.
   - If Requirement can be met by an ELA or ITES-SW2 contract, continue to ITES-SW2 Contract.
   - If not, submit RFQ to determine if ITES-SW2 meets Requirement.

2. **Information Technology Enterprise Solutions 2 (ITES-SW2)**
   - Submit RFQ to determine if ITES-SW2 meets Requirement.
   - If software available, move on to ESI Agreements.
   - If not, customer works with respective contracting office to make an award.

3. **Enterprise Software Initiative (ESI)**
   - Determine ESI Agreement from CHESS Software Agreements Page.
   - If Army Managed, follow ordering instructions on the ESI page selected.
   - If Non-Army, follow ordering instructions on the DOD ESI Website.
   - Submit Statement of Non-Availability (SoNA) via IT-e-mart.

**Notes**:
- R1: CHESS IT e-mart Software Agreements Page: https://chess.army.mil/Content/SoftwareProcurement
- R2: ELA’s are featured on the top section of the Software Procurement Page: https://chess.army.mil/Contract/SoftwareAgreements. ELA’s are customer/user specific. Please refer to each software agreement for ordering instructions.
- R3: Submit RFQ when using ITES-SW2 based on the RF Process Tool found on the CHESS IT e-mart at https://chess.army.mil/rftool/Admin/RFQIndex. NOTE: You must be logged in to the CHESS IT e-mart to access the RF Process Tool.
- R4: ESI’s are featured in the bottom section of the Software Agreements Page: https://chess.army.mil/Contract/SoftwareAgreements
- R5: DOD ESI Website: http://www.esi.mil/
- R6: Visit the CHESS IT e-mart for SoNA instructions at https://chess.army.mil/Content/Page/SONA