



U.S. General Services Administration

Federal Acquisition Service

**Innovations in Online Contracting. eMods & eOffers,
Digital Certificates, Authorized Negotiators, and the
eMod Process**

Industry Days – St. Louis MO

Feb 2012



Federal Acquisition Service

Overview

- Benefits of eOffers/eMods
- Requirements for eMods
 - Mandatory
 - Guidelines
 - Rapid Action Modifications (RAM)
- Requirements for eOffers
 - Mandatory



Benefits

- System now guides the offeror or contractor through each step of the solicitation or modification process
- Automates the submittal process by electronically transferring the proposal/modification to the appropriate contracting office
- Electronically signed documents



Digital Certifications

- Before you can begin the emod process you **MUST**
 - Obtain a digital certification for each authorized negotiator
 - Submit a request to your Contracting Officer to be added to your contract as an authorized negotiator

Note: The name provided to the Contracting Officer must **identically** match the name on the digital certification.



Digital Certificate Information

- The vendor enters the eMod application via the eOffer homepage (www.eoffer.gsa.gov).
- To access the eMod application, you must have a digital certificate.



Select a Digital Certificate Provider

- To obtain a certificate, select one of the companies currently offering Certs.



Federal Acquisition Service

Digital Certificate - Windows Internet Explorer provided by General Services Administration

http://eoffer.gsa.gov/eoffer_docs/DigitalCert.html

File Edit View Favorites Tools Help

Digital Certificate

FedBizOpps | CCR | GSA.gov | GSA Advantage! 1-866 472-9114 | eoffer@gsa.gov



eOffer/eMod
Submit Contract Offers and Contract Modifications online.

About Digital Certificates

You are required to have a digital certificate for access into the eOffer/eMod applications and to sign the final documents electronically.

What is a digital certificate?

A digital certificate is an electronic credentials that:

- Asserts the identity of an individual
- Enables eOffer/eMod to verify the identity of the individual entering the system and signing documents.
- Encrypt or decrypt data to ensure that it is securely transmitted.
- A packet of information that is stored on a web browser or on a token.
- Create digital signatures which are verifiable.

How to get a digital certificate?

- [IdenTrust](#)
- [Operational Research Consultants \(ORC\)](#)

- It will take between 7 and 14 days for a digital certificate to be issued after you have notarized you paperwork and submitted it to the company.
- Digital certificates must be updated every two (2) years.
- It is imperative that affected contractors keep their digital certificates current. An expired digital certificate will delay the ability to submit an electronic offer or modification

How to get a Digital Cert if you are a foreign company?

If you are a Foreign Company trying to do business with the General Services Administration using eOffer/eMod and need a digital certificate, follow the instructions below:

Complete the application on the <http://aces.orc.com/> site for a "Aces Business Representative Certificate". Complete the Aces Business Representative application. The form does not currently accept foreign addresses, so in the field for the address put Virginia, 22030, United States. In the text box below put the actual foreign address. Submit the form and print the documents to be notarized. Then have the form notarized through one of the following methods:

- Go to a US Embassy and have the documents notarized.
- If they are in the US they can go to any notary, or they can go to the ORC office and have the documents reviewed.

Trusted sites 100%

Start Ellen says... - Google Chr... Microsoft PowerPoint - [I... Welcome - Windows Inte... Digital Certificate - Wi... 12:15 PM Thursday



Apply for your Digital Certificate

- Follow the prompts and instructions to complete the application for your digital certificate.
- Once they have received your application it takes approximately 7 to 14 days to receive your certificate.



Add Digital Certificate Info to Contract

- If no authorized negotiator exists in the system, send digital certificate information to your CO to add to the contract
- If adding an additional authorized negotiator, this can be accomplished via eMod



Federal Acquisition Service

Sign In to eMod

- You have your digital certificate and are ready to enter a Mod request.
- Go to the eOffer/eMod homepage and click the “Sign In” button under “Contract Modifications (eMods).
- Enter DUNS.
- Select or enter the contract number.



Requirements for eMods

➤ Mandatory eMods

- 03FAC – eMods were mandatory February 2nd 2009
- 51V- eMods were mandatory February 15th 2010



Requirements for eMods cont...

- Guidelines – The following must be submitted:
 - Modification Guidelines Package (www.gsa.gov/fmhac)
 - All applicable attachments/enclosures must be completed in their entirety.
 - All required documents listed under each action requested.
 - Any request submitted without all required documents will be rejected and receive no further consideration.

Federal Acquisition Service

Requirements for eMods cont...

➤ Guidelines (51V) – The following must be followed:

- All required documents must be completed and submitted as appropriate. You must complete and submit specific guidelines for:
 - i. Adding new Special Item Numbers (SINs) and/or Products
 - ii. Requesting an Economic Price Adjustment (EPA)
 - iii. Part Number or Product Number Changes
 - iv. Administrative Changes
 - v. Name Changes/Novations
 - vi. Subcontracting Plans

Requirements for eMods cont...

- **Guidelines (03FAC)** – The following must be followed:
 - All required documents must be completed and submitted as appropriate. You will find specific guidelines for:
 - i. Administrative Changes
 - ii. Adding new SINs and/or Services
 - iii. Economic Price Adjustment
 - iv. Name Changes/Novations
 - v. Subcontracting Plans

Rapid Action Modifications (RAMs)

- **Benefits** - Reduces time needed to process and modify existing MAS contracts

- **Types of modifications for RAMs include:**
 - Administrative Changes such as change of administrator, fax, phone, email, address, URL
 - Price Reductions
 - Deletions



Options Processes Ensuring iNtegrity (OPEN)

- New as of Oct 2011
- System-generated Emails
- Additional info may be required
- Done through electronic system

Federal Acquisition Service

What happens once you submit the eMod?

- Standard eMod

- If mod has both RAM and Standard mod types, it will become 2 mods
- The Contracting Officer will receive a notification of the request.
- The CO will review and if necessary request clarifications.
- You will receive notification of clarifications and are required to respond accordingly and timely.
- CO is notified of your response and will continue processing the request.



Federal Acquisition Service

What happens once you submit the eMod?

- RAM

- If mod has both RAM and Standard mod types, it will become 2 mods
- The Contracting Officer will receive a notification of the request
- The CO will review and process
- Clarifications cannot be done with RAM mods
- Modification will be approved or rejected

Federal Acquisition Service

Review and eSignature – Standard eMod

- Once clarifications are completed (if necessary) and modification is prepared you will receive a notice to “sign” the mod.
- Sign in to eMod site and review the modification document.
- “eSign” and submit to CO for signature.
- CO will sign and the system will return an executed copy to you.



Review and eSignature – RAM

- CO will sign and the system will return an executed copy to you.

Note: RAM Mods do not require return for signature



Guidelines

➤ Available for both schedules at:

www.gsa.gov/fmhac

They are listed under the FMHAC Reference Documents link on left.



Need customer assistance?

- **Technical Problems:** Industry Partners who have technical questions or experiencing technical problems should contact GSA by calling (866) 472-9114 or by sending an email to eoffer@gsa.gov.
- **Contracting Issues:** Industry Partners who have questions relating to the content of the modification request should contact their contracting officer.



Federal Acquisition Service

Contacts:

- Ellen Upchurch
Supervisory Contracting Officer
Products Section Chief
816-926-7808 ellie.upchurch@gsa.gov

- Janet Haynes
Supervisory Contracting Officer
Services Section Chief
816-823-1297 janet.haynes@gsa.gov



Contacts (con't):

- Donald Denno
Supervisory Contracting Officer
Director, Commercial Acquisition of Services and Products Branch
816-823-2128 donald.denno@gsa.gov