

## IT Schedule 70 is Going Green!

Effective October 1, 2011, the use of GSA's eOffer/eMod system is mandatory for the submission of all offers and modifications.

In accordance with Executive Order 13514—Federal Leadership in Environmental, Energy, and Economic Performance, which establishes the need for “an integrated strategy toward sustainability in the Federal Government”, and the GSA’s goal for a “Zero Environmental Footprint” (ZEF), IT Schedule 70 has pledged to reduce the amount of paper used during the contracting process, and move toward an all electronic contracting process and environment. The first step is to eliminate paper offers and modifications, and mandate the use of the eOffer/eMod system.

GSA's eOffer/eMod system is currently in use by IT Schedule 70 staff and contractors. To increase usage, effective October 1, 2011, all IT Schedule 70 offer submissions and contract modification requests MUST be submitted electronically via GSA's eOffer/eMod system (<http://eoffer.gsagov/>). The eOffer/eMod system is a user-friendly web-based application. It allows contractors to electronically prepare and submit their offers and request modifications.

### Start Now!

There's no need to wait until October to submit your offers and modification requests electronically; however, you are required to have a digital certificate to access the eOffer/eMod system and to sign the final documents electronically.

### What is a Digital Certificate?

A digital certificate is an electronic credential that identifies the individual, the organization and the web browser and enables the eOffer/eMod system to verify the identity of the individual entering the system and signing documents.

### How do you get a digital certificate?

Visit the eOffer/eMod website (<http://eoffer.gsagov/>) for links to the Digital Certificate FAQ and links to several industry partner digital certificate providers. *Please note:* It may take up to two weeks for a digital certificate to be issued after you have notarized your paperwork and submitted it to the issuing company.

### Special Note to Existing IT Schedule 70 Contractors

Your company's Authorized Negotiators' information must be up-to-date, and your company must have AT LEAST one Authorized Negotiator with a valid digital certificate. Please work with your Contracting Officer to ensure that the name and email address on your Digital Certificate(s) matches the name and email address for your registered Authorized Negotiator(s). If these do not match EXACTLY, you will not be able to digitally sign your modification.

All information and training material relating to the eOffer/eMod system is located at the GSA Vendor Support Center (<http://vsc.gsagov/>) and eOffer/eMod websites (<http://eoffer.gsagov/>).

For more information please contact the eOffer/eMod help desk at (866) 472-9114, or your IT Schedule 70 Contracting Officer.

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