



U.S. General Services Administration

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Update on E-mods & E-offers within the Facilities
Maintenance and Hardware Acquisition Center

Industry Days – St. Louis MO

March 24, 2011



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Overview

- Benefits of E-Offers/E-mods
- Requirements for E-mods
 - Mandatory
 - Guidelines
 - Rapid Action Modifications (RAMS)
 - What can't be done via E-mod
- Requirements for E-offers
 - Mandatory

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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. All contracts are eligible to receive up to two No Cost Digital Certificates. To get these certificates, click the link, “Are you qualified to get an Electronic Authentication Certificate (Cert) at no Cost?”



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Select a Digital Certificate Provider

- To obtain a certificate, select one of the companies currently offering Certs. For this example, select the Operational Research Consultants (ORC) link.



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[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?

GSA is providing two (2) "No Cost" Digital Authentication Certificates to perspective vendors and existing contract holders. If you have not received your digital certificates, click the link below to receive your certificates. Any number beyond two, you will be charged a minimal fee. It is important that two individuals per company have a digital certificate in case one is unavailable or leaves.

- 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

["Are you qualified to get an Electronic Authentication Certificate \(Cert\) at no cost?"](#)

If you have received your two (2) "No Cost" digital certificates, you may contact one of our Industry Partners to renew or get additional digital certificates. The cert must be a ACES Level 3 certificate "Business Identity Certificate" to ensure that we know who the Government is doing business with and to create a legally binding contracting. Industry Partners who currently provide Level 3 Digital Authentication Certificates for the GSA vendor community are:

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



Apply for your Digital Certificate

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

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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 E-mods

➤ Mandatory E-mods

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

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Requirements for E-mods cont...

- Guidelines – The following must be submitted:
 - Modification Guidelines Package
 - 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.

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Requirements for E-mods cont...

- **Guidelines (51V)** – The following must be followed:
 - Modification request must be submitted by an authorized contract representative
 - 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



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Requirements for E-mods cont...

- **Guidelines (03FAC)** – The following must be followed:
 - Modification request must be submitted by an authorized contract representative
 - All required documents must be completed and submitted as appropriate. You will find specific guidelines for:
 - i. Page 2:
 - Administrative change
 - Adding new SINs and/or Services
 - ii. Page 3: Economic Price Adjustment
 - iii. Pages 9 – 22: Novation or Name Change Agreement



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



Requirements for E-mods

➤ What can't be done via E-mod

- Novations
- Name Changes
- Options



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What happens once you submit the mod?

- 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.



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Review and eSignature

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



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Guidelines

➤ Available for both schedules at:

www.gsa.gov/cfmh

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

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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.



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