



GSA Federal Acquisition Services

User Guide – eOffer/eMod

Version 1.4

V - Creating & Submitting an Express eOffer

Federal Acquisition Service
Contract Administration Division
Solicitation Services Tools

May 21, 2011



REVISION HISTORY

VERSION	DATE	RELEASE	REVISION DESCRIPTION
1.0	08/01/2010	Initial	Initial Document
1.1	09/21/2010	1008	Updated for 1008 Release
1.2	11/13/2010	1011	Updated for 1011 Release
1.3	02/12/2011	1102	Updated for 1102 Release
1.4	05/21/2011	1105	Updated for 1105 Release



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5 EXPRESS OFFERS (eOFFERS)

The Multiple Award Schedule (MAS) Express Program is designed to simplify, streamline and ultimately accelerate the process for Vendors to obtain MAS contracts. At the present time, offers accepted under the MAS Express Program are limited to a total of 500 products/labor categories under 14 Schedules. Participation in the MAS Express Program is open to all business concerns, regardless of size, that meet the following core criteria:

- Has been in business for at least two years.
- Has a minimum of \$100,000 in cumulative commercial sales over the last two years.
- Has an acceptable current ratio based on the company's most current year's financial statement.
- Has a positive and/or neutral rating on all elements on the Open Ratings Past Performance Evaluation Report.
- Has completed the “Pathway to Success” education seminar.
- Does not take any Exceptions to any of the Terms and Conditions of the Solicitation

Vendors can submit Express offers via paper or electronically which subsequently are submitted to the Schedule Program Express Evaluation Desk (Speed Desk). Through use of a centralized Speed Desk the initial qualification of offers is expedited. Upon completion of its initial review and qualification, the Speed Desk immediately notifies the Vendor as to whether the offer meets the minimum criteria for consideration under the MAS Express Program or to resubmit under the regular paper or eOffer service.

5.1 Creating an Express eOffer

- To access the eOffer application, go to <http://www.eoffer.gsa.gov>.
- Click on the **Sign In** under **Express Offers (eOffers)**. For detailed steps relating to the login and the Digital Certificate please refer to I – **Getting Started**.



Submit Contract Offers and Contract Modifications online.

Welcome to eOffer/eMod

eOffer/eMod is a tool to submit contract offers and contract modification requests to GSA Federal Acquisition Service online.

If you are submitting an offer under certain GSA Multiple Award Schedules, you may be eligible to have an express review of your offer under the MAS Express Program. Please click the link "Learn about the MAS Express Program and participating schedules" below for details. If you're eligible, please sign in under the "Express Offers (eOffers)" below to see if you can submit your offer electronically.

If you are not eligible for the MAS Express Program at this time, please submit a standard offer by signing in under the "Contract Offers (eOffers)" below.

NEW As of February 2, 2009, contractors under Schedules 03 FAC, 66, and 874V, must submit modifications to their contracts through the eMod system, for certain types of Modifications. Please click [here](#) for more information on the Mandatory eMod pilot for Schedule 03 FAC, 66, and 874V.

About eOffer

Learn More About:

- [eOffer](#)
- [Express Offers](#)
- [eMod](#)
- [Mandatory eMod Pilot](#)
- [Digital Certificates](#)
- [Authorized Negotiators](#)

Customer Assistance and Training:

- User Guides/Training
 - [Digital Cert Training](#)
 - [eOffer/eMod User Guide](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Contact Us](#)

System Access

Contract Offers (eOffers)

- > Prepare and submit eOffer
- > Continue working on saved eOffer
- > Edit submitted eOffer

Contract Modifications (eMods)

- > Prepare and submit modification request
- > Continue working on saved modification request
- > Edit submitted modification request

Before you Begin

If you are submitting an eOffer:

- [Have you reviewed the solicitation you want to make an offer against?](#)
- [Have you passed the "Pathways to Success" training?](#)
- [Did you get your DUNS number?](#)
- [Have you registered with CCR and with ORCA?](#)
- [Have you applied for a digital certificate?](#)
- If you have done all of the above, enter "eOffer" at the right.

If you are submitting an eMod:

- [Do you already have a digital certificate?](#)
- [Is your DUNS number and Contract number available?](#)
- [Are you an authorized negotiator on the contract?](#)
- You may now submit the mod...

Express Offers (eOffers)

- > Prepare and submit Express eOffer
- > Continue working on saved Express eOffer
- > Edit submitted Express eOffer

- After a successful login a brief description of the MAS Express Program will be seen. Click **Continue**.

MAS Express Program

The Multiple Award Schedule (MAS) Express Program is designed to simplify and streamline the offer review process. The program is currently limited to specific Schedules and Special Item Numbers (SINs). To determine whether you can submit your Express offer electronically, please continue to sign-in. On a subsequent page, a drop-down menu lists the Schedule solicitations that are currently able to accept Express eOffers.

Before proceeding, please click on the link below to read the MAS Express Program Instructions to Offerors.

[MAS Express Instructions to Offerors](#)

If you are not eligible to submit an Express Offer at this time, please exit to submit a standard eOffer. Otherwise, please select Continue.



- d) Once logged in, select (from the drop down) or enter the DUNS number manually and click **Submit**. For more information on how to get a DUNS number please refer to I – **Getting Started**.

EXPRESS SIGN IN

Select a previously entered DUNS:	123456789
Or, enter a DUNS:	<input type="text"/>
DUNS PLUS 4 :	<input type="text"/>
<input type="button" value="Submit"/>	

- e) On the **MY EXPRESS eOFFERS** page under **New eOffers** select the Solicitation for which the offer is to be submitted and click the **Submit Online** button.

MY EXPRESS eOFFERS :: Acme Management Concepts, Inc.

New eOffers

Select Solicitation	Action
2BMS-BM-200808-B Refresh#22(Schedule 007BMS)	<input type="button" value="Submit Online"/>

Saved eOffers
Click on the ID to view the event log for an Offer

ID	Solicitation	Last Update
Nothing found to display.		

Submitted eOffers
Click on the ID to view the event log for an Offer

ID	Solicitation	Last Update	Status	Actions
Nothing found to display.				

Note: If a schedule is not listed in the drop-down, it is not available for an Express Offer.

- f) The **MAS Express Program** eligibility questionnaire will be displayed. This will need to be answered and submitted.

MAS Express Program

Please answer the following questions to determine Express Program eligibility

- Have you been in business for at least two (2) calendar years (24 months)?
 Yes No
- Over the previous two (2) years, has your company had a minimum of \$100,000 in cumulative sales (consisting primarily or entirely of sales to the commercial sector)?
 Yes No
- Does your Open Ratings Past Performance Evaluation Report reflect positive and/or neutral ratings on all rated elements?
 Yes No
- Have you completed the Pathway to Success within the last year (12 months)?
 Yes No
- Is your current ratio acceptable? [\(Please click "Yes" or "No", or click here to calculate Current ratio\)](#)
 Yes No
- Do you take exception to any of the Terms and Conditions of the solicitation?
 Yes No

Note: On Question 5 the Current Ratio can be calculated by clicking on the link provided.

Popup window from question 5 (as shown below)

Current Ratio

Using your most recent year's Balance Sheet, please enter:

Current Assets	<input style="width: 90%;" type="text" value="0.00"/>
Current Liabilities	<input style="width: 90%;" type="text" value="0.00"/>
Current Ratio	<input style="width: 90%;" type="text" value="0.00"/>

- g) Enter the appropriate numbers and click **Calculate** for the current ratio. Then answer question 5.

- h) Once all the questions have been answered on the questionnaire Click the **Submit** button. The **Corporate Information** page will be displayed (as shown on the next page).

5.1.1 Corporate Information

- a) Review all the Corporate Information.
- b) If there are any discrepancies Click “Sign Out and Correct Errors in CCR”.
- c) For more information on Central Contractor Registration (CCR) please refer to **I – Getting Started**.
- d) If the Corporate Information is valid click **Save and Continue**.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company N:	Acme Management Concepts, Inc.	
Solicitation Number:	2FCF-BS-ECMS01-B Refresh# 4 View PDF	Schedule Number: Schedule ECMS01
CORPORATE INFORMATION		
Is the information correct? This information is taken directly from Central Contractor Registration (CCR) . If any of this information is incorrect, it must be corrected through Central Contractor Registration (CCR) . Any changes will be reflected in eOffer in approximately 24 hours.		
DUNS Number:	123456789	
Type of Organization:	Mutually Defined	
Common Parent DUNS Number:	605691807	
Company Name:	Acme Management Concepts, Inc.	
Doing Business As (DBA):		
Business Type:	Veteran Owned Business Service-Related Disabled Veteran Owned S Corporation Service Location Research Institution	
Company Address		
Street1:	21400 RIDGETOP CIR STE 210	
Street2:		
City:	STERLING	
State:	VA	
Zip/Postal Code:	201666511	
Country:	USA	
Mailing Address		
Company Name:	Acme Management Concepts, Inc.	
Street1:	21400 RIDGETOP CIRCLE SUITE 210	
Street2:		
City:	DULLES	
State:	VA	
Zip/Postal Code:	201666511	
Country:	USA	

- e) On the **Information Saved** message click *Continue*.

INFORMATION SAVED

The CORPORATE INFORMATION section is Completed.

Continue

Or, go to any section missing the left eOffer menu.

5.1.2 Adding Negotiators

- a) The application will move on to the **Add Negotiator(s)** screen.
- b) Fill in the required information – Name, Title, Phone, Email and the Negotiator Role. The available roles are Negotiator (Not Authorized to sign) and Negotiator (Authorized to sign).
- c) Click **Add This Negotiator**. Repeat the steps if more Negotiators need to be added. An offer must have at least one Negotiator who is authorized to sign.

Express
 Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
 Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

*** For this Offer, negotiator information is missing.**
*** Negotiators name and email should be exactly the same as in the digital certificate of that user.**

Add Negotiator(s)

Offerors can add multiple negotiators. A minimum of one negotiator must have signature authority, but it is STRONGLY recommended to have at least two valid Negotiators. Negotiators without signature authority may prepare the eOffer but only negotiators with signature authority may submit the eOffer and sign the Contract.

Negotiators name and email should be exactly the same as in the digital certificate of that user.

***Required**

*Name:	<input type="text" value="John Doe"/>
*Title:	<input type="text" value="VP marketing"/>
*Phone:	
If US (XXX-XXX-XXXX):	<input type="text" value="999-999-9999"/>
If International (free form text):	<input type="text"/>
*Email:	<input type="text" value="j.doe@acme.com"/>
Fax:	
If US (XXX-XXX-XXXX), If International (free form text):	<input type="text"/>
Role:	<input type="text" value="Negotiator - Authorized to sign"/>

Add This Negotiator

- d) To [Edit](#) or [Delete](#) negotiators click the link under the “Action” Column. When finished, click **Save and Continue** to move forward.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

AUTHORIZED NEGOTIATORS

Who will negotiate your eOffer?
Offerors can add multiple negotiators. A minimum of one negotiator must have signature authority, but it is STRONGLY recommended to have at least two valid Negotiators. Negotiators without signature authority may prepare the eOffer but only negotiators with signature authority may submit the eOffer and sign the Contract.

Your Negotiator(s)

Name	Role	Actions
John Doe	Authorized to sign	Edit Delete

- e) On the **Information Saved** message click **Continue**.

INFORMATION SAVED

The NEGOTIATOR INFORMATION section is Completed.

Or, go to any section by using the left eOffer menu.

5.1.3 Goods/Services

Once the Negotiator(s) have been added the next section involves adding the SIN(s)

- f) To add a SIN select the appropriate one using the dropdown and click **Add SIN Details**.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

GOODS/SERVICES

What goods/services do you provide?
The GSA assigns all goods and services to SINs (Special Item Numbers).

You must add at least one SIN. You can add multiple SINs but one at a time.
*** Required**
Add SIN(s)

*Select SIN: Action:

Your SIN(s)

Name	Description	Actions
No information entered in this section.		

Note: All SINs are not available for Express eOffers

g) Fill in the required information i.e. the *NAICS Code*, the *Scope* and *Estimated Sales*. Click **Add This Sin**.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
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ADD SIN (SPECIAL ITEM NUMBER) DETAILS

520 23-
**Required*

***NAICS Code**
NAICS is the North American Industry Classification System for classifying establishments by type of economic activity, emphasizing what your company does.
What is the NAICS code for this SIN?

***Scope**
What is the Scope for this SIN?

***Estimated Sales**
What is your company's total projected annual sales to the Government under this SIN for the contract base period (excluding optional contract renewals)?
What is the estimated sales for this SIN?

***Commercial Delivery Schedule (552.211-78)**
Will delivery be within 30 days after receipt of order (ARO)?
 Yes No
If no, within how many days?

What is the expedited delivery time? (In Days)

***Cooperative Purchasing**
Do you agree to participate in the Cooperative Purchasing program? Yes No

h) Once a SIN has been added it will be listed as shown below. To add additional SINs repeat steps a) and b). Otherwise Click **Save and Continue**.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

GOODS/SERVICES

What goods/services do you provide?
The GSA assigns all goods and services to SINs (Special Item Numbers).

You must add at least one SIN. You can add multiple SINs but one at a time.

** Required*
Add SIN(s)

*Select SIN	Action
<input type="text" value="520 23-"/>	<input type="button" value="Add SIN Details"/>

Your SIN(s)

Name	Description	Actions
520 23	520 23-	Edit Delete

i) On the **Information Saved** message click **Continue**.

INFORMATION SAVED

The **SIN INFORMATION** section is **Completed**.

Continue

Or, go to any section using the left eOffer menu.

5.1.4 Standard Responses

In this section, review the following questions. Responses to all four are required.

a) Respond to the listed questions and click **Save Response**.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FYB-BJ-030001-B Refresh# 2 | [View PDF](#) Schedule Number: Schedule 067

STANDARD RESPONSES

***Required**

***Disaster Recovery Purchasing Program**
Does the offeror agree to voluntarily participate in the Recovery Purchasing Program as described in GSAR 552.238-80, "Use of Federal Supply Contracts by Certain Entities-Recovery purchasing" in this solicitation?
 Yes No

***Exceptions To Orca Certs And Reqs (52.212-3)**
The offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications-Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference? (If 'No' is selected, the offeror must submit an attachment listing the paragraph(s) which have changed and identify, after each paragraph, what has changed. Please title the attachment, 'Exceptions to Certs and Reqs-52.212-3.')

Yes No

***American Recovery And Reinvestment Act 2009**
In order for Contractors to accept orders placed with funds, in whole or in part, allocated to the 'American Recovery and Reinvestment Act of 2009', clauses 52.203-15 and 52.204-11 must be incorporated by reference under clause 52.212-5. Contractors hereby agree to have clauses 52.203-15 and 52.204-11 in the contract.
 Yes No

***Employment Eligibility Verification (Jan 2009)**
As per the FAR, Clause 52.222-54, Employment Eligibility Verification (Jan 2009), Federal contractors and subcontractors are required to begin using the U.S. Citizenship and Immigration Services' E-Verify system to verify their employees' eligibility to legally work in the United States.
 Yes Not Applicable

Save Response

- b) The **Information Saved** message is displayed. Click **Continue** and move onto the **Solicitation Clauses**.

INFORMATION SAVED

The **STANDARD RESPONSES** section is Completed.

Continue

Or, go to any section using the left eOffer menu.

5.1.5 Solicitation Clauses

In this section, responses to solicitation clauses have to be completed. These Clauses are listed in the three (3) templates that are required.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
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SOLICITATION CLAUSES

Respond to all of the terms and conditions.
 You must respond to all clauses before you can save this section.

Clauses

*** Required**

Template Name	Status	Actions
*Basic Information	Incomplete	Respond
*Point of Contacts Information	Incomplete	Respond
*Ordering Information	Incomplete	Respond

- a) Start with “Basic Information” template. Click on [Respond](#) link under the “Actions” column.

b) Click “Yes” or “No” to the Solicitation Clause questions and fill-in requested information.

- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

SOLICITATION CLAUSES

***Required**

***Ordering Information (552.216-73 Alt II)**
 Offerors marketing through dealers are requested to indicate below whether those dealers will be participating in the proposed contract.
 Yes No

***Post Award SBPrep (52.219-28)**
 Contractor is a small business concern?
 Yes No

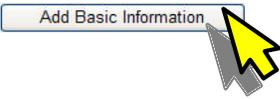
***under Contract number**
 under contract number

***under NAICS code**
 under NAICS code

***Representation for the Multiple Award Schedule Program**
 The Offeror represents that it is a current 8(a) Business Development Program participant, and that it wishes to be designated as such on the FSS Schedules E-Library and GSA Advantage!™ as well as the Federal Procurement Data System (FPDS).
 Yes No

***Manufacturer or Dealer**
 Are you a Manufacturer or a Dealer?
 Manufacturer Dealer Service Provider

***Offeror Business Size**
 Small Business Concern Large Business Concern



- c) Click **Add Basic Information** to move forward to the next template.
- d) The status for “Basic Information” will change to “Complete” under the “Status” column. The option to [Edit](#) or [Delete](#) is now available under the “Actions” column.

Express

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.

Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

SOLICITATION CLAUSES

Respond to all of the terms and conditions.
You must respond to all clauses before you can save this section.

Clauses

*** Required**

Template Name	Status	Actions
*Basic Information	Complete	Edit Delete
*Point of Contacts Information	Incomplete	Respond
*Ordering Information	Incomplete	Respond

e) In the “Actions” column, click on the [Respond](#) link, corresponding to the **Point of Contacts Information**.

- f) On the next screen you will add point of contact details for *Contract Administration* (required), *Industrial Funding Fee* (optional) and *Marketing* (optional).
- g) Under ***Select Point of Contact Information** choose from the dropdown and click **Add Point of Contact Details**.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
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POINT OF CONTACT INFORMATION ?

What is Point of Contact Information?
Addresses for the Contacts.

You can add multiple Point of Contact Information but one at a time.

Note:

- Atleast one Contract Admin POC is required (Domestic or Overseas)
- Contact for Marketing is optional
- Industrial Funding Fee is optional

*** Required**

Add Point Of Contact Information

*Select Point Of Contact Information: Contact for Marketing Action

Your Point Of Contact Information

Name	Description	Actions
No information entered in this section.		

- h) Fill in the **required** (*) information and click **Add Point of Contact Information**.

- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

CONTACT INFORMATION ?

Point Of Contact Information

***Required**

Contact for Contract Administration (Domestic)

Who is designated to be contacted for prompt contract administration?

*Name:

*Title:

*Address1:

Address2:

*City:

*State:

If US: ▼

If International:

*Zip:

If US (XXXX-XXXX) or (XXXXX), If International (free form text):

*Country: ▼

*Phone:

If US (XXX-XXX-XXXX),If International (free form text):

Fax:

If US (XXX-XXX-XXXX),If International (free form text):

*Email:

DUNS:

- i) Once the Point of Contact information is added it will be listed as follows and can be [Edited](#) or [Deleted](#) . Click on the **Back To Solicitation Clauses** button to get back to the main page of Solicitation Clauses.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
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POINT OF CONTACT INFORMATION

What is Point of Contact Information?
Addresses for the Contacts.

You can add multiple Point of Contact Information but one at a time.

Note:

- Atleast one Contract Admin POC is required (Domestic or Overseas)
- Contact for Marketing is optional
- Industrial Funding Fee is optional

*** Required**
Add Point Of Contact Information

*Select Point Of Contact Information Action

Contract for Marketing

Your Point Of Contact Information

Name	Description	Actions
John Doe	Contact for Contract Administration (Domestic)	Edit Delete

Note: Multiple points of contact can be added by repeating the steps.

- j) Respond to the Ordering Information by clicking on the [Respond](#) link under the “Actions” column.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

SOLICITATION CLAUSES

Respond to all of the terms and conditions.
You must respond to all clauses before you can save this section.

Clauses

*** Required**

Template Name	Status	Actions
*Basic Information	Complete	Edit Delete
*Point of Contacts Information	Complete	Edit Delete
*Ordering Information	Incomplete	Respond

- k) **Select Ordering Information** details (Remittance Address or Ordering Receipt Information) from the drop down and then click **Add Ordering Information Details**. In this case “Remittance Address” has been selected first (both are **required**).

Express
Prepare your eOffer:

- ✓ Corporate Information
- ✓ Negotiators
- ✓ Goods/Services
- ✓ Standard Responses
- ! Solicitation Clauses
- ! Upload Documents
- ! Submit eOffer
- ✓ Complete ! Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

ORDERING INFORMATION ?

What is Ordering Information?
Addresses for Ordering Information.

You can add multiple Ordering Information but one at a time.

*** Required**
Add Ordering Information

*Select Ordering Information	Action
* Remittance Address	Add Ordering Information Details

Your Ordering Information

Name	Description	Actions
No information entered in this section.		

[Back To Solicitation Clauses](#)

- l) Fill in all mandatory fields (*) and click **Add Ordering Information**.

ORDERING INFORMATION ?

***Required**

*Remittance Address

The offeror is requested to include the postal mailing address(es) for the Remittance Address where paper form orders should be mailed.

*Company (Supplier) Name: _____

Attention: _____

*Address1: _____

Address2: _____

*City: _____

*State: _____

If US:

If International: _____

*Zip: _____

If US (XXXXX-XXXX) or (XXXXX), If International (free form text): _____

*Country:

*Phone: _____

If US (XXX-XXX-XXXX),If International (free form text): _____

Fax: _____

If US (XXX-XXX-XXXX),If International (free form text): _____

*Email: _____

[Add Ordering Information](#)

m) The added information will be listed as shown below and can be [Edited](#) or [Deleted](#).

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc. Schedule Number: Schedule 520

Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#)

ORDERING INFORMATION

What is Ordering Information?
Addresses for Ordering Information.

You can add multiple Ordering Information but one at a time.

*** Required**

Add Ordering Information

* Select Ordering Information Action

* Ordering Receipt Information

Your Ordering Information

Name	Description	Actions
ACME	Remittance Address	Edit Delete

n) Repeat steps (5.1.5 (k) and (l)) for the **Ordering Receipt Information**.

- o) Select the choice for receiving orders, fill in the required (*) information and click **Add Ordering Information**.

Solicitation Clauses | **Upload Documents** | **Submit eOffer** | **Complete** | **Incomplete**

***Ordering Receipt Information**

In accordance with the Placement of Orders clause of this solicitation, how would you like to receive orders placed by GSA's Federal Supply Service (FSS)

Facsimile Transmission or
 Computer-to-Computer Electronic Data Interchange (EDI)

If **Facsimile transmission** is selected, you are requested to indicate the telephone number for the facsimile transmission equipment where orders should be forwarded.

What is your Fax number? If US (XXX-XXX-XXXX), If International (free form text):

999-999-9999

Or, if **computer-to-computer EDI** is selected, you are requested to indicate the name, address and telephone number of the representative to be contacted regarding establishment of an EDI interface.

What is your representative's contact information?

*Name:	
*Title:	
*Address1:	
Address2:	
*City:	
*State:	
If US:	<input type="button" value="v"/>
If International:	
*Zip:	
If US (XXXXX-XXXX) or (XXXXX), If International (free form text):	
*Country:	<input type="button" value="v"/>
*Phone:	
If US (XXX-XXX-XXXX),If International (free form text):	
Fax:	
If US (XXX-XXX-XXXX),If International (free form text):	
*Email:	

Add Ordering Information

o) All the added Ordering Information will be listed with the option to [Edit](#) or [Delete](#).

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete
- Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

ORDERING INFORMATION

What is Ordering Information?
Addresses for Ordering Information.

You can add multiple Ordering Information but one at a time.

* Required

Add Ordering Information

*Select Ordering Information: * Remittance Address Action: Add Ordering Information Details

Name	Description	Actions
ACME	Remittance Address	Edit Delete
Facsimile Transmission	Ordering Receipt Information	Edit Delete

Back To Solicitation Clauses

p) Click on **Back To Solicitation Clauses**. The status for the Ordering Information will change to **Complete** thereby completing the **Solicitation Clauses** section.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete
- Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

SOLICITATION CLAUSES

Respond to all of the terms and conditions.
You must respond to all clauses before you can save this section.

Clauses

* Required

Template Name	Status	Actions
*Basic Information	Complete	Edit Delete
*Point of Contacts Information	Complete	Edit Delete
*Ordering Information	Complete	Edit Delete

Save and Continue

q) If any changes are needed use the [Edit](#) or [Delete](#) Actions.

r) If no further changes are needed click **Save and Continue**.

s) An **Information Saved** message will be seen, click **Continue** to go on to **Upload Documents**.

INFORMATION SAVED

The SOLICITATION CLAUSES section is Completed.

Continue

Or, go to any section using the left eOffer menu.

5.2 Upload Documents

The next section relates to uploading documents. There are two sets of documents as shown in the screen shot below. The second set is specific to Express offers.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

UPLOAD DOCUMENTS

Attach supporting documents to this eOffer
Upload all documents associated with your eOffer.
Some of the attachments are required based on the responses provided in other templates.
Please do not upload the Microsoft Excel files with more than one print area.
Only files of size less than or equal to **100.0 MB** can be uploaded.

Documents

*** Required**

Type	Name	Status	Actions
Commercial Pricelist		Not Uploaded	Upload
* Discounting Policies		Not Uploaded	Upload
Subcontracting Plan (If Large Business)		Not Uploaded	Upload
* Pricing Proposal		Not Uploaded	Upload
* Offered Pricing		Not Uploaded	Upload
Supporting documentation for ing next		Not Uploaded	Upload
* Address Of Supply And Service Point		Not Uploaded	Upload
Dealers/Manufacturers Names		Not Uploaded	Upload
* Freight Classification Description		Not Uploaded	Upload
* Exceptions to Certs and Reps - 52.212-3		Not Uploaded	Upload
Other (optional-offeror defined)		Not Uploaded	Upload

Express Documents

*** Required**

Type	Status	Actions
* Open Ratings Past Performance Report Results ?	Not Uploaded	Upload
* \$100,000 in Sales - Supporting Documentation ?	Not Uploaded	Upload
* Most Current Year's Financial Statements ?	Not Uploaded	Upload
* Pathway to Success Certificate ?	Not Uploaded	Upload
* Current Commercial Price List OR Other Supporting Documentation ?	Not Uploaded	Upload
* Commercial Sales Practices ?	Not Uploaded	Upload
* Products/Services Offered (Limit of 500) - Supporting Documentation ?	Not Uploaded	Upload
* Manufacturer's Price List ?	Not Uploaded	Upload
* Letters of Supply ?	Not Uploaded	Upload
* Equal to or Better than Most Favored Customer Pricing - Supporting Documentation ?	Not Uploaded	Upload
Sub Contracting Plan ?	Not Uploaded	Upload

- a) To upload a document click on the [Upload](#) link under the “Actions” column. Please review **UPLOAD DOCUMENTS** requirements on the following screen for **Express Documents** before uploading.

b) Click on the **Browse** button to locate the document on your computer.

Express
 Prepare your eOffer:

- ✓ Corporate Information
- ✓ Negotiators
- ✓ Goods/Services
- ✓ Standard Responses
- ✓ Solicitation Clauses
- ! Upload Documents
- ! Submit eOffer
- ✓ Complete ! Incomplete

Company Name: Acme Management Concepts, Inc.
 Solicitation Number: FCXB-F4-020002-R Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

UPLOAD DOCUMENTS

Attach supporting documents to this eOffer
 Upload all documents associated with your eOffer.

eOffer system accepts only the following file types.
 (doc, docx, xls, xlsx, pdf, txt, rtf, html, htm, xml, csv, ppt, pptx, jpg, jpeg, gif, tif, tiff, bmp)

Please do not upload the Microsoft Excel files with more than one print area.

Please do not upload documents with macros or embedded objects.

Please do not upload Microsoft Excel files which contain multiple worksheets.
 These files are not being converted correctly. eOffer is resolving the process problem which will enable multiple worksheets soon!

Only files of size less than or equal to **100.0 MB** can be uploaded.

Documents

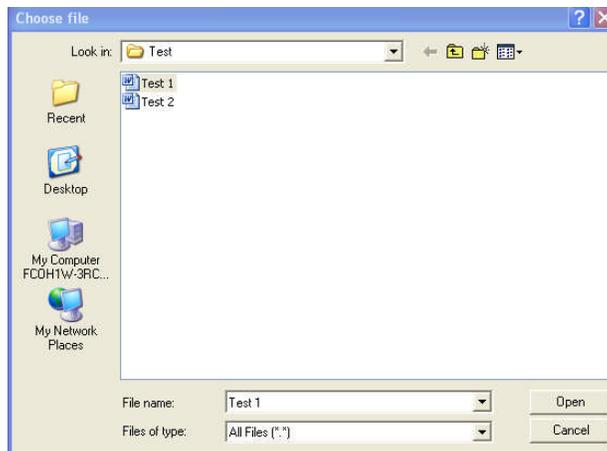
* Required

* What is the document type?	Discounting Policies
* Find document on your computer	C:\Documents and Settings [Browse...]
What is the document name?	Discount Policy

Back to Upload Documents Upload This Document

Note: You must specify the document name in the text box provided.

c) On the Microsoft pop-up window, highlight the document you want to upload and click **Open**.



d) Verify selection in “Find documents on your computer” and click **Upload This Document**.



- e) After the successful upload of the document the status will change to “**Uploaded**” and in the “**Actions**” column the [Delete](#) option will be available. Once a document has been uploaded, it must be deleted before re-uploading a replacement.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#)
Schedule Number: Schedule 520

UPLOAD DOCUMENTS

Attach supporting documents to this eOffer
 Upload all documents associated with your eOffer.
 Some of the attachments are required based on the responses provided in other templates.
 Please do not upload the Microsoft Excel files with more than one print area.
 Only files of size less than or equal to **100.0 MB** can be uploaded.

Documents

*** Required**

Type	Name	Status	Actions
Commercial Pricelist		Not Uploaded	Upload
* Discounting Policies	Discount Policy	Uploaded	Delete
Subcontracting Plan (If Large Business)		Not Uploaded	Upload
* Pricing Proposal		Not Uploaded	Upload
* Offered Pricing		Not Uploaded	Upload
Supporting documentation for ing next		Not Uploaded	Upload
* Address Of Supply And Service Point		Not Uploaded	Upload
Dealers/Manufacturers Names		Not Uploaded	Upload
* Freight Classification Description		Not Uploaded	Upload
* Exceptions to Certs and Reps - 52.212-3		Not Uploaded	Upload
Other (optional-offeror defined)		Not Uploaded	Upload

Express Documents

*** Required**

Type	Status	Actions
* Open Ratings Past Performance Report Results ?	Not Uploaded	Upload
* \$100,000 in Sales - Supporting Documentation ?	Not Uploaded	Upload
* Most Current Year's Financial Statements ?	Not Uploaded	Upload
* Pathway to Success Certificate ?	Not Uploaded	Upload
* Current Commercial Price List OR Other Supporting Documentation ?	Not Uploaded	Upload
* Commercial Sales Practice ?	Not Uploaded	Upload
* Products/Services Offered (Limit of 500) - Supporting Documentation ?	Not Uploaded	Upload
* Manufacturer's Price List ?	Not Uploaded	Upload
* Letters of Supply ?	Not Uploaded	Upload
* Equal to or Better than Most Favored Customer Pricing - Supporting Documentation ?	Not Uploaded	Upload
Sub Contracting Plan ?	Not Uploaded	Upload

- f) To review a document, clicking on the document name will open it a new window.

- g) To upload another document repeat steps (a) thru (d).
- h) To upload an Express Document click the Upload under the Actions column and the following screen will be displayed. Browse or Select the file from previously uploaded documents, specify a name and click Upload This Document button.

Express

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents**
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.

Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#)

Schedule Number: Schedule 520

UPLOAD DOCUMENTS

Attach supporting documents to this eOffer
Upload all documents associated with your eOffer.

eOffer system accepts only the following file types.
(doc, docx, xls, xlsx, pdf, txt, rtf, html, htm, xml, csv, ppt, pptx, jpg, jpeg, gif, tif, tiff, bmp)

Please do not upload the Microsoft Excel files with more than one print area.

Please do not upload documents with macros or embedded objects.

Please do not upload Microsoft Excel files which contain multiple worksheets.
These files are not being converted correctly. eOffer is resolving the process problem which will enable multiple worksheets soon!

Only files of size less than or equal to **100.0 MB** can be uploaded.

Documents

* Required

* What is the document type? Open Ratings Past Performance Report Results

*Find document on your computer

Or

Select a document from the previously uploaded documents list: Select the file

What is the document name?

Uploaded documents for 'Open Ratings Past Performance Report Results '

Name	Actions
None	

Note: This time apart from the Browse option, the option to select a document from the previously uploaded documents list is also available.

- i) After the upload is complete the status of the file will be shown as below. The option to [View](#) or [Delete](#) the document is available. To upload additional files in the same "Document Type", Browse or Select a file from previously uploaded documents, specify a name and click **Upload This Document** button. Once the upload for a particular Document Type is complete click on the Back to Upload Documents button.

Documents

* Required

* What is the document type? Open Ratings Past Performance Report Results

*Find document on your computer

Or

Select a document from the previously uploaded documents list: Select the file

What is the document name?

Uploaded documents for 'Open Ratings Past Performance Report R

Name	Actions
Performance Report	View Delete

- j) Repeat steps (h) and (i) to upload files for another document type in the Express category.
- k) Once all the required (*) documents have been uploaded click the **Save and Continue** button at the bottom of the page as shown below.

Documents

* Required

Type	Name	Status	Actions
Commercial Pricelist		Not Uploaded	Upload
* Discounting Policies	Discount Policy	Uploaded	Delete
Subcontracting Plan (If Large Business)		Not Uploaded	Upload
* Pricing Proposal	Pricing	Uploaded	Delete
* Offered Pricing	Offer Price	Uploaded	Delete
Supporting documentation for ing next		Not Uploaded	Upload
* Address Of Supply And Service Point	Address File	Uploaded	Delete
Dealers/Manufacturers Names		Not Uploaded	Upload
* Freight Classification Description	Freight	Uploaded	Delete
* Exceptions to Certs and Reqs - 52.212-3	Exceptions Certs	Uploaded	Delete
Other (optional-offeror defined)		Not Uploaded	Upload

Note: The number here indicates the files uploaded.

Express Documents

* Required

Type	Status	Actions
* Open Ratings Past Performance Report Results ?	Uploaded - 2 doc	Upload
* \$100,000 in Sales - Supporting Documentation ?	Uploaded - 1 doc	Upload
* Most Current Year's Financial Statements ?	Uploaded - 1 doc	Upload
* Pathway to Success Certificate ?	Uploaded - 1 doc	Upload
* Current Commercial Price List OR Other Supporting Documentation ?	Uploaded - 2 doc	Upload
* Commercial Sales Practices ?	Uploaded - 1 doc	Upload
* Products/Services Offered (Limit of 500) - Supporting Documentation ?	Uploaded - 1 doc	Upload
* Manufacturer's Price List ?	Uploaded - 1 doc	Upload
* Letters of Supply ?	Uploaded - 1 doc	Upload
* Equal to or Better than Most Favored Customer Pricing - Supporting Documentation ?	Uploaded - 1 doc	Upload
Sub Contracting Plan ?	Not Uploaded	Upload

Save and Continue

- l) An **Information Saved** message will be seen, click **Continue** to go on to **Submit Offer**.

INFORMATION SAVED

The ATTACHMENT INFORMATION section is Completed.

Continue

Or, go to any section using the left eOffer menu.

m) A prompt to submit the eOffer is shown. To continue with this action click **Yes** or if there is a need to work on a section of the offer it can be accessed by using the left eOffer menu.

5.3 Submit eOffer

Once the eOffer is submitted the application presents the **Final Review of eOffer** screen as follows.

a) To review any document click on the [Review](#) link under the “**Actions**” column.

Type	Name	Actions
Offer Response	Offer Response	Review
Form 1449	Form 1449	Review
Discounting Policies	Discount Policy	Review
Pricing Proposal	Pricing	Review
Offered Pricing	Offer Price	Review
Address Of Supply And Service Point	Address File	Review
Freight Classification Description	Freight	Review
Exceptions to Certs and Reps - 52.212-3	Exceptions Certs	Review
Open Ratings Past Performance Report Results	Performance Report	Review
\$100,000 in Sales - Supporting Documentation	Sales Doc	Review
Most Current Year's Financial Statements	Financial Statement	Review
Pathway to Success Certificate	Pathway Certificate	Review
Current Commercial Price List OR Other Supporting Documentation	Current Commercial Price	Review
Commercial Sales Practices	Commercial Sales	Review
Products/Services Offered (Limit of 500) - Supporting Documentation	Products/Services Offered	Review
Manufacturer's Price List	Price List	Review
Letters of Supply	Letters of Supply	Review
Equal to or Better than Most Favored Customer Pricing - Supporting Documentation	Customer Pricing	Review
ORCA Response	ORCA Response	Review

b) It is generally a good idea to review all the documents before submitting the offer.

- c) Once the review is complete, read the required **Disclaimer** and respond to the questions that follow and click **Continue**.

- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

FINAL REVIEW OF eOFFER

It is recommended that the following documents be reviewed before submitting this eOffer.
 Or, go to any section by using the left eOffer menu.

Type	Name	Actions
Offer Response	Offer Response	Review
Form 1449	Form 1449	Review
Discounting Policies	Discount Policy	Review
Pricing Proposal	Pricing	Review
Offered Pricing	Offer Price	Review
Address Of Supply And Service Point	Address File	Review
Freight Classification Description	Freight	Review
Exceptions to Certs and Reqs - 52.212-3	Exceptions Certs	Review
Open Ratings Past Performance Report Results	Performance Report	Review
\$100,000 in Sales - Supporting Documentation	Sales Doc	Review
Most Current Year's Financial Statements	Financial Statement	Review
Pathway to Success Certificate	Pathway Certificate	Review
Current Commercial Price List OR Other Supporting Documentation	Current Commercial Price	Review
Commercial Sales Practices	Commercial Sales	Review
Products/Services Offered (Limit of 500) - Supporting Documentation	Products/Services Offered	Review
Manufacturer's Price List	Price List	Review
Letters of Supply	Letters of Supply	Review
Equal to or Better than Most Favored Customer Pricing - Supporting Documentation	Customer Pricing	Review
ORCA Response	ORCA Response	Review

Disclaimer
*Required

In submitting an offer electronically, Offeror responses will be considered by the Government to have the full force and effect of law as if the Offeror entered the responses directly on a printed solicitation (RFP). Offeror is strongly encouraged to read the solicitation (RFP) section(s) corresponding to the E-Offer question(s).

*Offeror has reviewed the ORCA response document and understands that ORCA response will be submitted in the eOffer.
 Yes No

*Offeror has downloaded the RFP from [FedBizOpps](#) , and has read and understands the clauses and provisions that require Offeror responses.
 Yes No

- d) The system will verify the name and email ID of the Negotiators. This information is displayed on the **Negotiator & Digital Certificate Details** page. Ensure the information is correct.

- e) If the information is not correct it will be indicated under the “**Status**”. Go back to the Negotiator section and make corrections and then click **Submit Offer**.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.		Schedule Number: Schedule 520
Solicitation Number: FCXB-F4-020002-B Refresh# 29 View PDF		

NEGOTIATOR & DIGITAL CERTIFICATE DETAILS

Information about the user who created the offer :

Name : Bill Smith
Email : Bill.Smith@acme.com

Negotiator Details	Digital Certificate Details	Status
John Doe j.doe@acme.com Authorized to sign		No matching Certificate found

Note :
Negotiators name and email should be exactly the same as in the digital certificate of that user.

* indicates the Creator

- f) A success message regarding the submission of the offer will be seen.

Express
Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.		Schedule Number: Schedule 520
Solicitation Number: FCXB-F4-020002-B Refresh# 29 View PDF		

SUCCESS
Your eOffer was successfully submitted.

Note: An Express offer is in a locked state once it is submitted and is under evaluation by the Express Desk.

- g) An email notification is sent to the Vendor. Also the “**Status**” of the express offer changes to “Offer Received” in the **Submitted eOffers** section.

URS:omerAutouen@gsa.gov
09/21/2010 04:00 PM

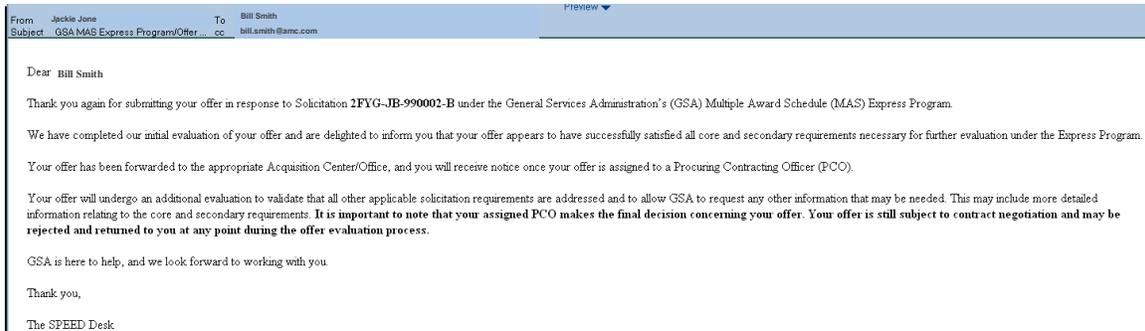
cc	
bcc	
Subject	Express eOffer receipt notification.

This is to notify you that your express eoffer submitted against FCXB-F4-020002-B for 520 has been received at the ExpressDesk for evaluation on 09/21/2010. Once evaluation has been completed and approved your express eOffer will be forwarded to the Services Acquisition Center (QSA).

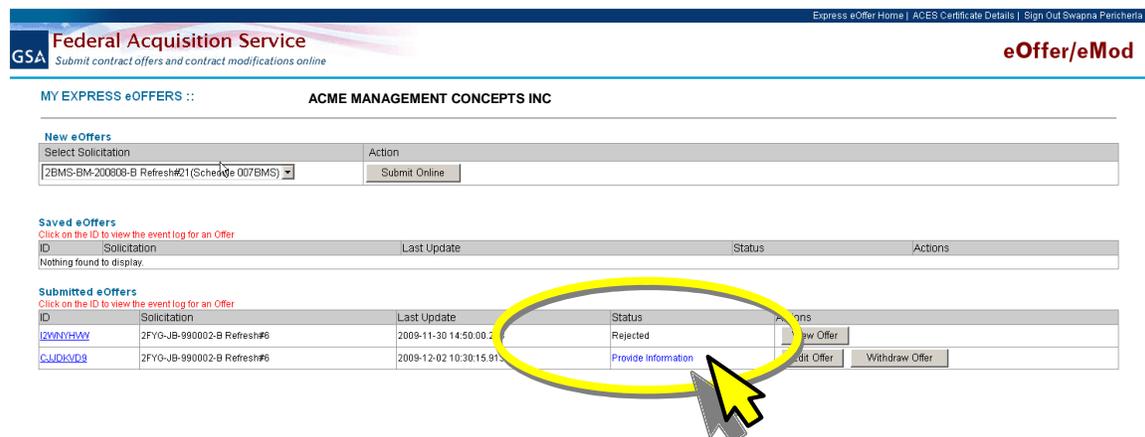
Submitted eOffers
Click on the ID to view the event log for an Offer

ID	Solicitation	Last Update	Status	Actions
8L1WPJDM	FCXB-F4-020002-B Refresh#29	2010-09-21 15:46:08.16	Offer Received.	<input type="button" value="Edit Offer"/> <input type="button" value="Withdraw Offer"/>

- h) After the completion of the initial evaluation by the Speed Desk, the Vendor receives the following email.



- i) If the Contracting Officer requests additional information relating to the eOffer, an email is generated to the Vendor as shown below. And the "Status" column also indicates the request for additional information as shown below.



- j) In order to provide the additional information requested click on the link Provide Information. The following screen **Additional Information** will be displayed (shown on next page).



Express eOffer Home | My Express eOffers | Sign Out Swapna Perichetti

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FY0-JB-990002-B Refresh# 6 | [View PDF](#) Schedule Number: Schedule 078

Additional Information

Respond before : 01 Dec 2009

Type	Name	Group	Action
			Upload

Notes from CO

Vendor Response

Submit Response Save to Draft

Select the link to [View](#) the History of Requests
Select the link to [click](#) any CO attached documents available.

- k) Add the information in the “Vendor Response” text box and click **Submit Response**. If an additional document is requested it can be attached by clicking the **Upload** button.
- l) A confirmation message will be seen. Click **Yes**. This will be followed by a success message (not shown here). If needed the Solicitation document can be viewed by clicking the [View PDF](#) link.

Express eOffer Home | My Express eOffers | Sign Out Swapna Perichetti

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FY0-JB-990002-B Refresh# 6 | [View PDF](#) Schedule Number: Schedule 078

CONFIRMATION

Are you ready to submit this eOffer additional information?

Yes No

- m) The **History of Requests** can also be viewed by clicking the link at the bottom of the **Additional Information** screen (see 5.3(i)) as shown below.

Express eOffer Home | My Express eOffers | Sign Out Swapna Perichetti

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FY0-JB-990002-B Refresh# 6 | [View PDF](#) Schedule Number: Schedule 078

History of Requests

No	Type	Date/Time Stamp	Comment
1	Request from CO	2009-12-02 10:30:15.0	null
	Response from Vendor	2009-12-04 00:00:00.0	null

OK

- n) Similarly the **CO Attached Documents** can be seen by clicking the link just below the history of requests (see 5.3(i)).

The screenshot shows the 'Federal Acquisition Service' header with the tagline 'Submit contract offers and contract modifications online'. Below the header, there is a navigation bar with 'Express eOffer Home', 'My Express eOffers', and 'Sign Out Swarna Perichella'. The main content area displays 'eOffer/eMod' and a summary of the offer: 'Company Name: Acme Management Concepts, Inc.', 'Solicitation Number: 2FYG-JB-990002-B Refresh# 6 | [View PDF](#)', and 'Schedule Number: Schedule 076'. A section titled 'CO Attached Documents' contains a table with the following data:

Type	Name	Action
\$100,000 in Sales - Supporting Documentation	Test file.doc	View

An 'OK' button is located below the table.

5.4 Signing Express eOffer

Once the eOffer is accepted after further evaluation by a Contracting Officer the vendor will receive the following email.

The email is from 'ors@gsa.gov' to 'Bill Smith' with the subject 'Vendor Notification for Propos...'. The body of the email reads:

Dear Sir/Madam
This is to notify you that a proposal for the offer # (40517) submitted by you against solicitation 2FYG-JB-990002-B is ready for your review and signature. Please click or paste the following url in a browser window to review your your proposal.
<http://eoffer.gsa.gov>

This is an auto generated email. Please do not reply to this email address.

- a) Log into **Express Offers (eOffers)**. The “**Status**” of the offer will indicate “Ready for Vendor esign”.

The screenshot shows the 'MY EXPRESS eOFFERS' page for 'Acme Management Concepts, Inc.'. It features three sections: 'New eOffers', 'Saved eOffers', and 'Submitted eOffers'. The 'Submitted eOffers' section contains a table with the following data:

ID	Solicitation	Last Update	Status	Actions
JWNYHWY	2FYG-JB-990002-B Refresh#6	2009-11-30 14:50:00.223	Rejected	View Offer

The 'Signed eOffers' section contains a table with the following data:

ID	Solicitation	Last Update	Status	Actions
CJDKVQ9	2FYG-JB-990002-B Refresh#6	2009-12-08 10:40:19.45	Ready for Vendor esign	View Offer Sign Package View Package

The 'Status' and 'Actions' columns for the 'Signed eOffers' row are circled in yellow.

- b) There are 3 actions available here: **View Offer**, **Sign Package** and **View Package**.

- c) If **View Offer** is clicked (see 5.4 (a)) the **View Responses** screen will be seen and the various documents of the offer can be reviewed by clicking the links under the “**Actions**” column.

Company Name: Acme Management Concepts, Inc.		Status: Read Only
Solicitation Number: 2FYG-JB-990002-B Refresh# 6 View PDF		Schedule Number: Schedule 076
View Responses		
Type	Name	Actions
Offer Response	Offer Response	Review
Form 1449	Form 1449	Review
Commercial Sales Practices	Test file.doc	Review
Copy of ORCA Record	Test file.doc	Review
Open Ratings Past Performance Report Results	Test file.doc	Review
Current Commercial Price List OR Other Supporting Documentation	Test file.doc	Review
Fire Or Casualty Safety Standards	Test file.doc	Review
\$100,000 in Sales - Supporting Documentation	Test file.doc	Review
Equal to or Better than Most Favored Customer Pricing - Supporting Documentation	Test file.doc	Review
Most Current Year's Financial Statements	Test file.doc	Review
List of EPA Registrations	Test file.doc	Review
Products/Services Offered (Limit of 500) - Supporting Documentation	Test file.doc	Review
ORCA Responses	Orca.pdf	Review
Pathway to Success Certificate	Test file.doc	Review
Electromagnetic Interference (EM) Requirements	Test file.doc	Review

- d) If **View Package** is clicked (see 5.4 (a)), one is prompted to **Continue**.

Company Name: Acme Management Concepts, Inc.		Status: Read Only
Solicitation Number: 2FYG-JB-990002-B Refresh# 6 View PDF		Schedule Number: Schedule 076
<p>View Package</p> <p>View Sign Contract Package</p> <p>Do you really want to view this contract package ?</p> <p><input type="button" value="Continue"/></p>		

- e) Click **Continue**. The **View eOffer** screen appears. The vendor is required to review the documents before signing.

Company Name: Acme Management Concepts, Inc.		VIEW eOFFER	
Solicitation Number: 2FYG-JB-990002-B Refresh Number: 6		The following documents must be reviewed and accepted before signing.	
Documents			
<i>*Required</i>			
Name	Status	Actions	
Standard Form 1449	Not Accepted	Review and Accept	
<input type="button" value="Exit"/>			

- f) Under the “**Actions**” column click the link Review & Accept.



g) Form 1449 will become visible.

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FYG-JB-990002-B Refresh Number: 6

[VIEW DOCUMENT](#)

Standard Form 1449

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO. GS02P0002W	3. AWARD EFFECTIVE DATE 07 Dec 2009 Not Before: 31 (d)	4. ORDER NUMBER	5. SOLICITATION NUMBER 2FYG-JB-990002-B -- REFRESH #6	6. SOLICITATION ISSUE DATE 12 Jun 2009	
7. FOR SOLICITATION INFORMATION CALL: a. NAME TBSING SCRS3G			b. TELEPHONE NUMBER (No collect call)	8. OFFER DUE DATE/ LOCAL TIME	
9. ISSUED BY TBSING SCRS3G UMASIN2005 445, VA, 20171	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (NAI) NAICS: SIZE STANDARD:	11. DELIVERY FOR JOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (16 CFR 700)	12. DISCOUNT TERMS	13b. RATING	14. METHOD OF SOLICITATION <input type="checkbox"/> RFP <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFF
15. DELIVER TO ORDERING AGENCY	16. ADMINISTERED BY SEE BLOCK 9	17a. CONTRACTOR/OFFEROR Acme Management Concepts, Inc. 16550 W STRATTON DR NEW BERLIN, WI, 531517301 DEIA Number: 106095616 TELEPHONE NO.	18a. PAYMENT WILL BE MADE BY ORDERING AGENCY	17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
18. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	General Purpose Commercial Information File Label: List of EPA Registrations File Name: Test file.doc Created : 12/2/2009 10:40:11 AM File Label: Fire Or Casualty Safety Standards File Name: Test file.doc Created : 12/2/2009 10:40:04 AM				

[Back](#)

h) At the bottom of the form the **Back** button is available to return to the main menu, as shown above.

MY EXPRESS eOFFERS :: Acme Management Concepts, Inc.

New eOffers
Select Solicitation: 2BMS-BM-200906-B Refresh#21(Schedule 007BMS) Action: [Submit Online](#)

Saved eOffers
Click on the ID to view the event log for an Offer
ID Solicitation Last Update Status Actions
Nothing found to display.

Submitted eOffers
Click on the ID to view the event log for an Offer
ID Solicitation Last Update Status Actions
[I2WNYHWY](#) 2FYG-JB-990002-B Refresh#6 2009-11-30 14:50:00 223 Rejected [View Offer](#)

Signed eOffers
Click on the ID to view the event log for an Offer
ID Solicitation Last Update Status Actions
[CJDKVD9](#) 2FYG-JB-990002-B Refresh#6 2009-12-08 10:40:19 45 Ready for Vendor assign [View Offer](#) [Sign Package](#) [View Package](#)

i) If the **Sign Package** option is clicked the **Sign Contract** screen will open up as shown the next page.



Express eOffer Home | My Express eOffers | Sign Out Swapna Perichetti

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Company Name: Acme Management Concepts, Inc. Status: Read Only
Solicitation Number: 2FYG-JB-990002-B Refresh# 6 | View FDF Schedule Number: Schedule 076

Sign Contract
The following documents must be reviewed and accepted before signing.

Name	Description	Action
Test_file.doc		Review
Orca.pdf		Review
Test_file.doc		Review
Offer.pdf		Review
Test_file.doc		Review
Test_file.doc		Review
Test_file.doc		Review

All documents in the eOffer package have been reviewed.

[Continue](#)

j) A list of documents is available for review. Any particular document can be reviewed by clicking the [Review](#) link under the “**Action**” column. After the review is complete check the box stating “All documents in the eOffer package have been reviewed”. Click **Continue**.

k) The **E-Signature Consent** screen will be seen.

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FYG-JB-990002-B Refresh Number: 6

E-SIGNATURE CONSENT
By submitting a proposal to the General Services Administration (GSA) electronically, the Offeror consents to transactions of e-records and e-signatures between GSA and the Offeror

[Exit](#) [Accept](#)

l) Click **Accept**.

m) On the next screen click **Sign eOffer**. The option to Reject the eOffer is still available.

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FYG-JB-990002-B Refresh Number: 6

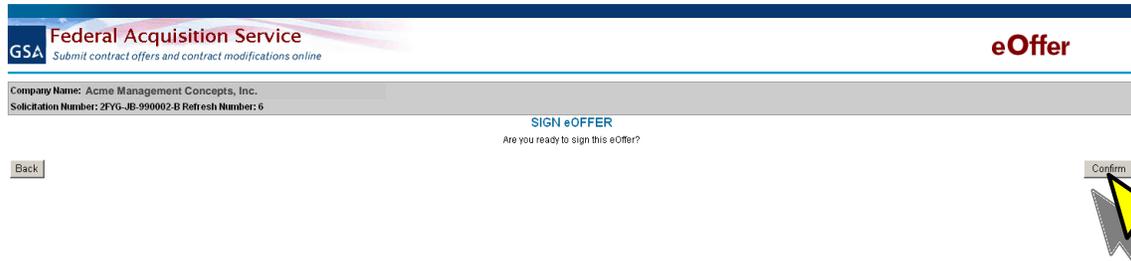
SIGN eOFFER
The following documents must be reviewed and accepted before signing.

Documents
**Required*

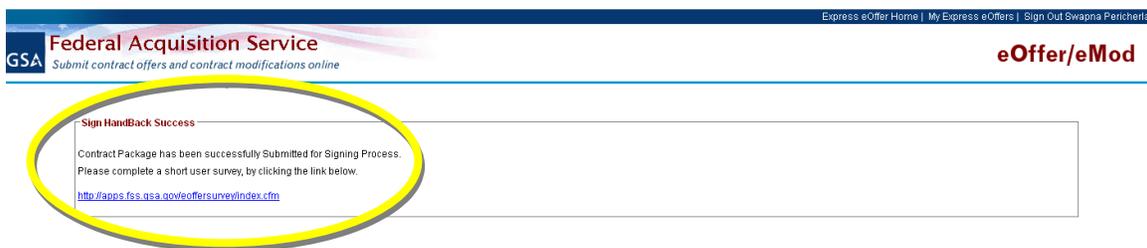
Name	Status	Actions
Standard Form 1449	Accepted by John Doe	View

[Save and Exit](#) [Sign eOffer](#) [Reject eOffer](#)

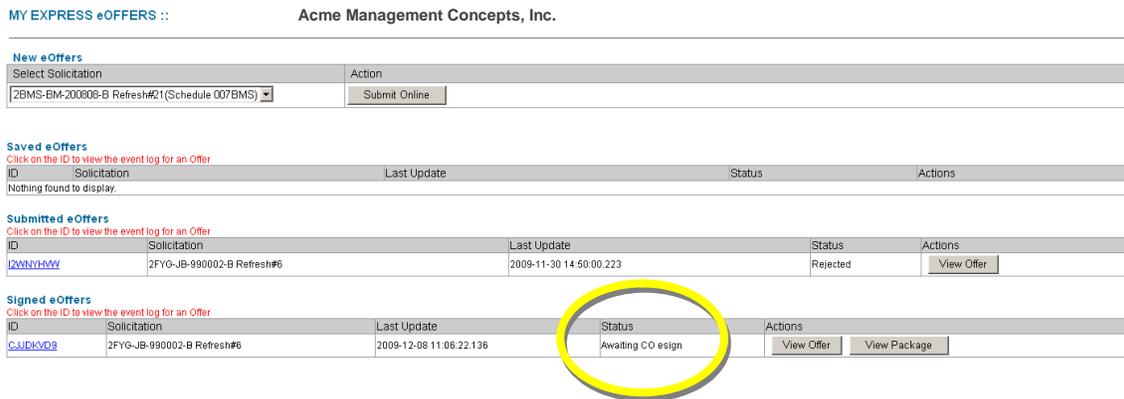
n) A **Sign eOffer** (confirmation) screen will be seen. Click **Confirm**.



o) On the next screen a success message will be seen as shown below.



p) On the main page (**My Express eOffers**), the **“Status”** will be updated under **Signed eOffers** and it will indicate that the signature of the Contracting Officer is pending.





- q) When the Contracting Officer starts reviewing the “**Status**” will update to Contract Specialist Reviewing – (name).

Express eOffer Home | ACES Certificate Details | Sign Out Swagna Percherita

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

MY EXPRESS eOFFERS :: Acme Management Concepts, Inc.

New eOffers
Select Solicitation Action
2BMS-EM-200908-B Refresh#21(Schedule 007BMS) Submit Online

Saved eOffers
Click on the ID to view the event log for an Offer
ID Solicitation Last Update Status Actions
Nothing found to display.

Submitted eOffers
Click on the ID to view the event log for an Offer
ID Solicitation Last Update Status Actions
2WNYHWY 2FY0-JB-990002-B Refresh#6 2009-11-30 14:50:00.223 Rejected View Offer

Signed eOffers
Click on the ID to view the event log for an Offer
ID Solicitation Last Update Status Actions
CJDKXVDS 2FY0-JB-990002-B Refresh#6 2009-12-08 11:23:56.043 Contract Specialist Reviewing - Jackie Jone View Offer View Package Download Package

- r) After the Contracting Officer (CO) signs, the “**Status**” will update to “Signed by Contracting Officer”.

Express eOffer Home | ACES Certificate Details | Sign Out Swagna Percherita

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

MY EXPRESS eOFFERS :: Acme Management Concepts, Inc.

New eOffers
Select Solicitation Action
2BMS-EM-200908-B Refresh#21(Schedule 007BMS) Submit Online

Saved eOffers
Click on the ID to view the event log for an Offer
ID Solicitation Last Update Status Actions
Nothing found to display.

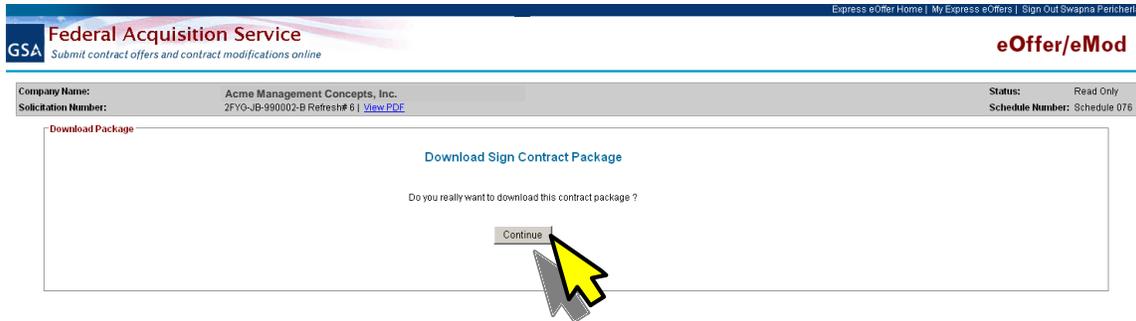
Submitted eOffers
Click on the ID to view the event log for an Offer
ID Solicitation Last Update Status Actions
2WNYHWY 2FY0-JB-990002-B Refresh#6 2009-11-30 14:50:00.223 Rejected View Offer

Signed eOffers
Click on the ID to view the event log for an Offer
ID Solicitation Last Update Status Actions
CJDKXVDS 2FY0-JB-990002-B Refresh#6 2009-12-08 11:23:56.043 Signed by Contracting Officer View Offer View Package Download Package

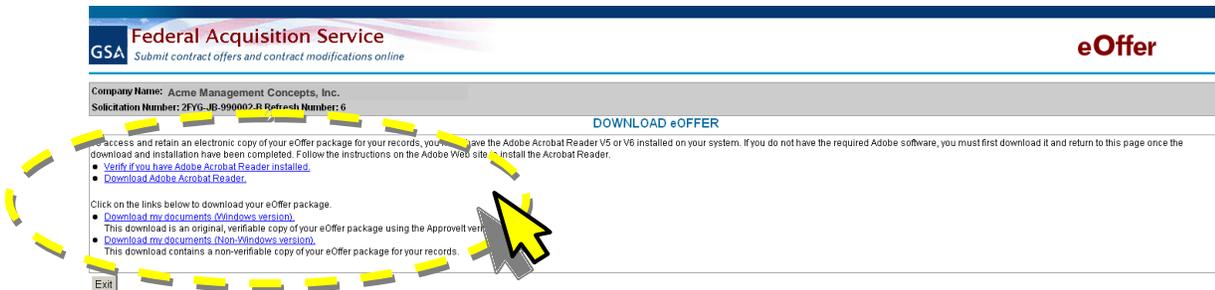
5.5 Downloading Express eOffer Package

The next sequence of steps relates to downloading the Express eOffer package. On the main menu (as shown in 5.4 (r)) there will be 3 options available namely “View Offer”, “View Package” and “Download Package”.

- a) Click **Download Package** and then click **Continue** on the next screen.



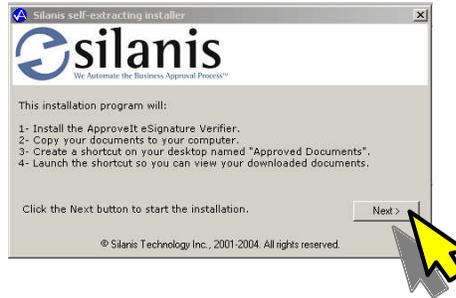
- b) The eOffer package requires the Adobe Acrobat Reader. Follow the link to verify the existence of this software or download and install it. Once the Adobe Reader is available, download the appropriate version of the eOffer package (Windows or Non-Windows) by clicking on the download link.



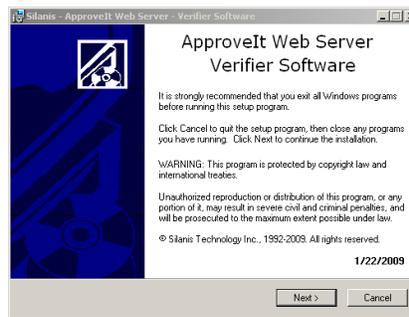
- c) Click **Run** on the next screen



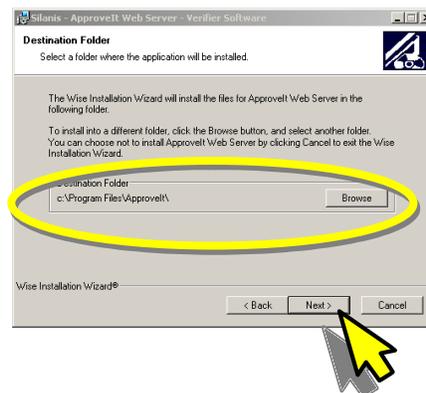
d) Click **Next** to install the Approvelt eSignature Verifier.



e) Click **Next** to run the setup program.



f) Click **Next** and allow it to install in the default folder or click **Browse** to select a folder of your choice.



g) Click **Next**.



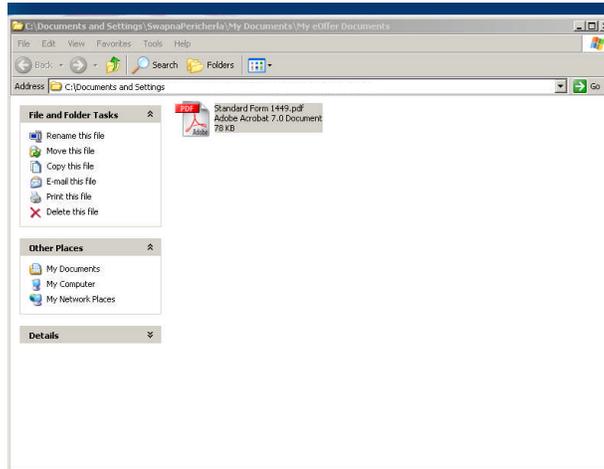
h) A pdf version of the **Form 1449** will open up.

1. REQUISITION NUMBER		PAGE 1 OF	
2. CONTRACT NO. GS02F0002W	3. AWARD/EFFECTIVE DATE 07 Dec 2009 Not Before 31 (d)	4. ORDER NUMBER	5. SOLICITATION NUMBER 2FYG-JB-990002-B RBFRESH #6
6. SOLICITATION ISSUE DATE 12 Jan 2009	7. FOR SOLICITATION INFORMATION CALL: TESING SCR536	8. OFFER DUE DATE/ LOCAL TIME	9. ISSUED BY CODE
10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (8(A) NAICS: SIZE STANDARD:	11. DELIVERY FOR FOR DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING	12. DISCOUNT TERMS	14. METHOD OF SOLICITATION <input type="checkbox"/> RFO <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP
15. DELIVER TO ORDERING AGENCY CODE	16. ADMINISTERED BY SEE BLOCK 9 CODE	17a. CONTRACTOR/ OFFEROR CODE FACILITY	18a. PAYMENT WILL BE MADE BY CODE
30a. SIGNATURE OF OFFEROR/CONTRACTOR SIGNED 12/08/2009 by John Doe Acme Mgmt. Concepts, Inc.		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) SIGNED 12/08/2009 by Jackie Jones GSA/FSS	
30b. NAME AND TITLE OF SIGNER (Type or print)		31b. NAME OF CONTRACTING OFFICER (Type or print)	
30c. DATE SIGNED		31c. DATE SIGNED	

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STANDARD FORM 1449 (REV. 4/2002)
Prescribed by GSA - FAR (48 CFR) 53.212

- i) Click **Save a Copy** (in the PDF Reader) and specify the location as to where it is to be saved.



The following confirmation emails are received.

