

Vendor Electronic Mod Submission via eMod Instructional Guide

Introduction:

The Federal Acquisition Services (FAS) has developed a new comprehensive program for processing Multiple Award Schedules Modifications. This process is called the Modification Transformation program. One of the major goals is to increase Customer and Industry Partner satisfaction by allowing products and services to be added more quickly to existing contracts.

The new process allows Vendors to submit multiple Mods within a single transaction. Vendors will be able to select which type(s) of Mod and their associated sub types they would like to submit.

Another feature of the new process allows contracting personnel to “split” Mods. A contracting officer may split a Mod into two. For example, this might be done if one Mod action is very simple and can be done quickly, but the other Mod action may require more time to complete. Instead of waiting for both to be completed at the same time, the CO may now choose to “split” the Mod. This process will allow for Mods to be approved more efficiently.

This guide serves as an instructional tool for Vendor electronic Mod submissions using eMod.

Digital Certificate Information

 **Federal Acquisition Service**
Submit contract offers and contract modifications online

eOffer/eMod

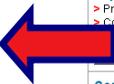
This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". By using this system you acknowledge: this system is subject to monitoring. Unauthorized attempts to upload information, view information, or change information of other vendor's data and attempts to bypass authentication or authorization mechanisms to gain access into unauthorized areas of the website and any other actions that would compromise the confidentiality, integrity, and availability of this system are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act

eOffer 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 **NEW**" 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.

BEFORE YOU BEGIN:	SIGN IN FOR:
<ul style="list-style-type: none">> Learn about the electronic contract offer process> Learn about the MAS Express Program and participating schedules NEW> Learn about the electronic contract modification process> Download and read the GSA Solicitation from FedBizOpps <p>Data Universal Numbering System (DUNS)</p> <ul style="list-style-type: none">> Get a DUNS Number <p>Central Contractor Registration (CCR)</p> <ul style="list-style-type: none">> Register with CCR <p>Access Certificates for Electronic Services (ACES)</p> <ul style="list-style-type: none">> Digital Certificates Approved for use in the eOffer/eMod application> Are you qualified to get an Electronic Authentication Certificate (Cert) at no cost? <p>Other Links</p> <ul style="list-style-type: none">> Gather company documents and information> Digital Certs Training> eOffer/eMod Training Webcast> Frequently Asked Questions> Customer Assistance> Quick Facts about eOffer> Quick Facts about Mods	<p>Contract Offers (eOffers)</p> <ul style="list-style-type: none">> Prepare and submit eOffers> Continue working on saved eOffers> Edit submitted eOffers <p style="text-align: center;"><input type="button" value="Sign In"/></p> <p>Express Offers (eOffers)</p> <ul style="list-style-type: none">> Prepare and submit Express eOffers> Continue working on saved Express eOffers> Edit submitted Express eOffers <p style="text-align: center;"><input type="button" value="Sign In"/></p> <p>Contract Modifications (eMods)</p> <ul style="list-style-type: none">> Prepare and submit modification requests> Continue working on saved modification requests> Edit submitted modification requests <p style="text-align: center;"><input type="button" value="Sign In"/></p>



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?"

Select a Digital Certificate Provider

 **Federal Acquisition Service**
Submit contract offers and contract modifications online

eOffer/eMod

Certificate process for offerors

All offerors who utilize the eOffer/eMod application for submittal of electronic contract offers (proposals) or electronic contract modifications must have a digital authentication certificate(s) from one of the below mentioned Industry Partners. The cert must be a "Business Certificate" which is a Level 3 certificate necessary for Government contracting.

Industry Partners who currently provide Level 3 Digital Authentication Certificates for the GSA vendor community:

- Operational Research Consultants (ORC)
<http://www.aces.orc.com>
- Wells Fargo
www.wellsfargo.com/biz/wellssecure
- IdenTrust
<http://www.identrust.com>

To obtain a certificate, you will need to select one of the companies whom are currently offering certs. For this example, select the Operational Research Consultants (ORC) link.

Apply for a Digital Certificate



Home

US Government Access Certificates for Electronic Services

The purpose of ACES is to facilitate public access to the services offered by government agencies through use of information technologies, including on-line access to computers for purposes of reviewing, retrieving, providing, and exchanging information. Operational Research Consultants (ORC) is authorized to provide digital certificate for:

- Identification/Digital Signature
- Encryption, Server Authentication and
- Signing of Code

These certificates can be used for:

- Personal or restricted information retrieval.
- Updating personal or restricted information.
- Filings with government agencies.
- Application processes, such as applying for government licenses, student loans, government benefits, etc.
- Financial transactions with government agencies.
- Distribution of code.

The ORC ACES supports the medium assurance levels, as defined in the U.S. Government ACES Certificate Policy (CP). ORC ACES offers **two-year Certificates**.

ORC ACES subscribers may include members of the general public, individuals authorized to act on behalf of business entities recognized by the ORC Certificate Authority (CA), such as employees, officers, and agents of sponsoring organizations and qualified relying parties that choose to use ACES.

♦ **State Department DDTC [ACES Certificate pricing.](#)**

[What is PKI?](#)
[Who is required to obtain certificates?](#)
[GSA ACES Program](#)

[Get Certificate](#)

Order Your Certificate

- [Policies](#)
- [Certificate Pricing](#)
- [Instructions](#)
- [Help Desk](#)
- [Home](#)
- [ACES Repository](#)
- [Certificate Tools](#)

ORC

ORC is a Small Business, visit us at: orc.com

ORC News

[Defense's PKI slowly takes root](#)

Please contact us for help in enabling your organization's web

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

Sign In to eMod

GSA Federal Acquisition Service *Submit contract offers and contract modifications online* **eOffer/eMod**

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". By using this system you acknowledge: this system is subject to monitoring. Unauthorized attempts to upload information, view information, or change information of other vendor's data and attempts to bypass authentication or authorization mechanisms to gain access into unauthorized areas of the website and any other actions that would compromise the confidentiality, integrity, and availability of this system are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act

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Once you have your digital certificate and you are ready to enter your Mod, go to the eOffer/eMod homepage and click the "Sign In" button under "Contract Modifications (eMods)".

Enter DUNS Number

GSA Federal Acquisition Service *Submit contract offers and contract modifications online* **eOffer/eMod**

SIGN IN

Select a previously entered DUNS:	<input type="text"/>
Or, enter a DUNS:	<input type="text" value="061323358"/>
DUNS PLUS 4 :	<input type="text"/>
<input type="button" value="Submit"/>	

Next, either select or enter your DUNS number.

Select a Contract for New Modifications

MY MODIFICATIONS :: MIRACLE RECREATION EQUIPMENT COMPANY

New Modifications

Select Contract	Action
GS07F9713G	Select Contract

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

ID	Mod Actions	Contract	Last Update	Status	Actions
Nothing found to display.					

Once you enter the DUNs number, the “My Modifications” page opens. From here you can start a new Modification or work on an existing Mod. To start a new Mod, click the drop down box and select the contract that you want to create a Modification for. Then click the “Select Contract” button.

Select Modification Type(s)

Check Modification Types

<input type="checkbox"/> Additions
<input type="checkbox"/> Administrative
<input type="checkbox"/> Deletions
<input type="checkbox"/> Pricing
<input type="checkbox"/> Technical

Continue

The next step is to select the type of Modification(s) your want to do. There are five types: Additions, Administrative, Deletions, Pricing, and Technical. You can now choose multiple Modification types for a single Mod submission.

Check Modification Types

eMod Home | My eMods | Sign Out Keonia R Cobbins

GSA Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Check Modification Types	
<input checked="" type="checkbox"/>	Additions
<input checked="" type="checkbox"/>	Administrative
<input checked="" type="checkbox"/>	Deletions
<input checked="" type="checkbox"/>	Pricing
<input checked="" type="checkbox"/>	Technical

[Continue](#)

Once you have selected the Modification type you want to create, click “Continue”.

Select Modification Sub Type(s)

eMod Home | My eMods | Sign Out Keonia R Cobbins

GSA Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Check Modification Sub Types	
Additions	<input type="checkbox"/> Add Labor Category <input checked="" type="checkbox"/> Add Product(s) <input type="checkbox"/> Add SIN
Administrative	<input type="checkbox"/> Contract Administrator/Point of Contact(POC) <input checked="" type="checkbox"/> Authorized Negotiator <input type="checkbox"/> Email Address Change <input type="checkbox"/> Fax Change <input type="checkbox"/> Telephone Change <input type="checkbox"/> Incorporate Sub-Contracting Plan (SubK) <input type="checkbox"/> Website Address Change
Deletions	<input type="checkbox"/> Delete Labor Category <input type="checkbox"/> Delete Product(s) <input type="checkbox"/> Delete SIN
Pricing	<input type="checkbox"/> Temporary Price Reduction <input type="checkbox"/> Economic Price Adjustments (EPA) with Commercial Price List (increase) <input type="checkbox"/> Economic Price Adjustments (EPA) without Commercial Price List (increase) <input type="checkbox"/> Permanent Price Reduction (Based on Most Favored Customer) <input type="checkbox"/> Permanent Price Reduction (Industry Partner requested) <input type="checkbox"/> Wage Determinations
Technical	<input type="checkbox"/> Change in geographic coverage (scope) <input type="checkbox"/> Part(s) Number Change <input type="checkbox"/> Product Descriptive Change <input type="checkbox"/> Service Descriptive Change

[Back to Primary Types](#) [Submit Online](#)

Next you will select the “Modification Sub Types” you want to submit. There are currently 23 different types. You can choose multiple sub types across multiple categories. When finished, select “Submit Online”.

Review Corporate Information

eMod Home | My eMods | Sign Out Keonia R Cobbins

GSA Federal Acquisition Service **eOffer/eMod**
Submit contract offers and contract modifications online

Prepare your modification:

- Corporate Information
- Additions
- Administrative
- Upload Documents
- Submit Request
- Complete Incomplete

Company Name:	MIRACLE RECREATION EQUIPMENT COMPANY
Contract Number:	GS07F9713G
Modification Type:	Add SIN Email Address Change

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:	061323358
Type of Organization:	Corporate Entity (Not Tax Exempt)
Common Parent DUNS Number:	193799918
Company Name:	MIRACLE RECREATION EQUIPMENT COMPANY
Doing Business As (DBA):	
Business Type:	Large Business Manufacturer of Goods

Company Address

Street1:	878 E HWY 60
Street2:	
City:	MONETT
State:	MO
Zip/Postal Code:	657080420
Country:	USA

Mailing Address

Company Name:	MIRACLE RECREATION
Street1:	P.O. BOX 420
Street2:	AND/OR 878 HIGHWAY 60
City:	MONETT
State:	MO
Zip/Postal Code:	657080420
Country:	USA

The next screen will contain the “Corporate Information”. On this page, you will need to verify that all your company information is correct. If you find an error, click “Sign Out and Correct Errors in CCR”. This will take you directly to the Central Contractor Registration (CCR) website to update the information. Changes made in CCR will take 24 hours to be updated in eMod. If everything is correct, click “Save and Continue”.

Add a SIN

**Federal Acquisition Service**
Submit contract offers and contract modifications online

eOffer/eMod

Prepare your modification:

- Corporate Information
- Additions
- Administrative
- Upload Documents
- Submit Request
- Complete Incomplete

Company Name: MIRACLE RECREATION EQUIPMENT COMPANY
Contract Number: GS07F9713G
Modification Type: Add SIN
Email Address Change

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

Select SIN	Action
192 45	<input type="button" value="Add SIN Details"/>

Your SIN(s)

Name	Description	Actions
No information entered in this section.		

Next, you will enter information for the first Modification Sub Type you selected, “Add SINs”. First, select the SIN you want to add to your contract. Then click “Add SIN Details”.

Add SIN Details

**Federal Acquisition Service**
Submit contract offers and contract modifications online

eOffer/eMod

Prepare your modification:

- Corporate Information
- Additions
- Administrative
- Upload Documents
- Submit Request
- Complete Incomplete

Company Name: MIRACLE RECREATION EQUIPMENT COMPANY
Contract Number: GS07F9713G
Modification Type: Add SIN
Email Address Change

ADD SIN (SPECIAL ITEM NUMBER) DETAILS
* Required

SIN Type: 192 45

SIN Title: Sports Clothing and Accessories

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

Once you have added the appropriate information for each SIN you want to add, click “Add This SIN”. You may add multiple SINs before submitting your Modification.

Add Additional SINS or Save Information

GSA Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Prepare your modification:

- Corporate Information
- Additions
- Administrative
- Upload Documents
- Submit Request
- Complete Incomplete

Company Name:	MIRACLE RECREATION EQUIPMENT COMPANY
Contract Number:	GS07F9713G
Modification Type:	Add SIN Email Address Change

ADD SIN(s)
You must add at least one SIN. You can add multiple SINS but one at a time.

Select SIN	Action
192 02	Add SIN Details

Your SIN(s)

Name	Description	Actions
192 45	Sports Clothing and Accessories	Edit Delete

Once you have added the SIN details, the SIN will show up on the “ADD SINS” page. You may add another SIN or click “Save and Continue” to the next Modification Sub Type.

Addition of New SIN Confirmation

GSA Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Prepare your modification:

- Corporate Information
- Additions
- Administrative
- Upload Documents
- Submit Request
- Complete Incomplete

Company Name:	MIRACLE RECREATION EQUIPMENT COMPANY
Contract Number:	GS07F9713G
Modification Type:	Add SIN Email Address Change

INFORMATION SAVED

The **ADDITIONS** section is **Completed**.

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

Upon confirmation your information was saved, click “Continue” to proceed to the next Mod.

Next Mod, Change Email Address

GSA Federal Acquisition Service *Submit contract offers and contract modifications online* **eOffer/eMod**

Prepare your modification:

- ✓ Corporate Information
- ✓ Additions
- ! Administrative
- ✓ Upload Documents
- ! Submit Request
- ✓ Complete ! Incomplete

Company Name:	MIRACLE RECREATION EQUIPMENT COMPANY		
Contract Number:	GS07F9713G		
Modification Type:	Add SIN Email Address Change		
Administrative			
Point Of Contact:	<input type="text"/>	Email:	<input type="text"/>
Telephone:	417-235-6917	URL Change:	<input type="text"/>
PO Fax No:	202-222-5555	Contract Date:	YYYY-MM-DD
Sub Contracting Plan:	Plan:	B	
	Type:	N/A	
	Expiration Date:	<input type="text"/>	<input type="text"/>

Save And Continue

The second Modification type you chose, “Change Email Address” will now be displayed.

Update Email Address Information

GSA Federal Acquisition Service *Submit contract offers and contract modifications online* **eOffer/eMod**

Prepare your modification:

- ✓ Corporate Information
- ✓ Additions
- ! Administrative
- ✓ Upload Documents
- ! Submit Request
- ✓ Complete ! Incomplete

Company Name:	MIRACLE RECREATION EQUIPMENT COMPANY		
Contract Number:	GS07F9713G		
Modification Type:	Add SIN Email Address Change		
Administrative			
Point Of Contact:	<input type="text"/>	Email:	kcobbins@yahoo.com
Telephone:	417-235-6917	URL Change:	<input type="text"/>
PO Fax No:	202-222-5555	Contract Date:	YYYY-MM-DD
Sub Contracting Plan:	Plan:	B	
	Type:	N/A	
	Expiration Date:	<input type="text"/>	<input type="text"/>

Save And Continue

You can update the email address and click “Save and Continue”.

Confirm Email Address Update

GSA Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Prepare your modification:

- ✓ Corporate Information
- ✓ Additions
- ✓ Administrative
- ✓ Upload Documents
- ! Submit Request
- ✓ Complete ! Incomplete

Company Name: MIRACLE RECREATION EQUIPMENT COMPANY
Contract Number: GS07F9713G
Modification Type: Add SIN
Email Address Change

INFORMATION SAVED

The **ADMINISTRATIVE** section is **Completed**.

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

After confirmation, click “Continue” to begin the process of uploading documents.

Upload Supporting Documents

GSA Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Prepare your modification:

- ✓ Corporate Information
- ✓ Additions
- ✓ Administrative
- ✓ Upload Documents
- ! Submit Request
- ✓ Complete ! Incomplete

Company Name: MIRACLE RECREATION EQUIPMENT COMPANY
Contract Number: GS07F9713G
Modification Type: Add SIN
Email Address Change

UPLOAD DOCUMENTS

Attach supporting documents to this eMod
Upload all documents associated with your eMod.
Please do not upload the Microsoft Excel files with more than one print area.
Only files of size less than or equal to 8 MB can be uploaded.

Documents

Type	Name	Status	Actions
Vendor Defined		Not Uploaded	Upload

On this screen, you should add any supporting documentation for the Mods you have submitted. Click the “Upload” button to attach a document.

Browse Documents to Upload

The image shows a Windows file explorer window titled "choose file" with the "Look in:" path set to "My Documents". The file list includes "ACES Trusted Agent Notary Form III", "Activities & Look Ahead", "Agenda", "ALESTGN", "Amcestzy proposal", "April 13 Live Webcast", "assodate-associates", "Award setup copy", "baby pics", "bank reconciliation form", "BBC Yahoo", "BDS UWID", "Benefits for Contracting Staff", "Best value", "Beta Test 4-13-04", "beta Test plan", "beta Testers", "bid Abstract", "Big Welcome", "bio", "Blanch", "Blood of Jesus", "car payments", "cbg", "CD verbage", "CD verbage II", "CD verbage III", "cdrive", "Center Directors", and "center_Website2_Image". The "File name:" field contains "Big Welcome" and the "Files of type:" dropdown is set to "All Files (*.*)". A red arrow points to the "Open" button.

The background shows the "eOffer/eMod" web interface. The top navigation bar includes "eMod Home", "My eMods", and "Sign Out Keonia R Cobbins". The main content area displays "RECREATION EQUIPMENT COMPANY" and "30". Below this, there is a section titled "Documents" with a red asterisk and the word "Required". The form contains three fields: "What is the document type?" with a dropdown menu set to "Vendor Defined", "Find document on your computer:" with a text input field and a "Browse..." button, and "What is the document name?" with a text input field. A red arrow points to the "Browse..." button. At the bottom of the form is an "Upload This Document" button.

Next you will click “Browse” to find documents on your computer. Click “Open” to select the file.

Rename & Upload Documents

eMod Home | My eMods | Sign Out Keonia R Cobbins

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Prepare your modification:

- ✓ Corporate Information
- ✓ Additions
- ✓ Administrative
- ✓ Upload Documents
- Submit Request
- Complete Incomplete

Company Name: MIRACLE RECREATION EQUIPMENT COMPANY
Contract Number: GS07F9713G
Modification Type: Add SIN
 Email Address Change

UPLOAD DOCUMENTS
 Attach supporting documents to this eMod
 Upload all documents associated with your eMod.

eMod system accepts only the following file types.
 (doc, xls, pdf, txt, rtf, html, htm, xml, csv, ppt, 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. eMod is resolving the process problem which will enable multiple worksheets soon!

Only files of size less than or equal to 8 MB can be uploaded.

Documents
 * Required

* What is the document type?	Vendor Defined
* Find document on your computer.	C:\Documents and Settings\ Browse...
* What is the document name?	test

Upload This Document

You can give the document a new name by entering text in the “What is the document name” field. Click on “Upload This Document” to add the document. You may upload as many documents as necessary by repeating these steps.

Save Uploaded Documents

eMod Home | My eMods | Sign Out Keonia R Cobbins

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Prepare your modification:

- ✓ Corporate Information
- ! Additions
- ! Pricing
- ✓ Upload Documents
- Submit Request
- Complete Incomplete

Company Name: FRANKLIN COVEY CO.
Contract Number: GS14F9729C
Modification Type: Add Product(s)
 Permanent Price Reduction (Based on Most Favored Customer)

UPLOAD DOCUMENTS
 Attach supporting documents to this eMod
 Upload all documents associated with your eMod.
 Please do not upload the Microsoft Excel files with more than one print area.
 Only files of size less than or equal to 8 MB can be uploaded.

Documents

Type	Name	Status	Actions
Vendor Defined	test	Uploaded	Delete
Vendor Defined		Not Uploaded	Upload

Save and Continue

Once all necessary attachments have been added, click “Save and Continue”.

Confirmation of Attachments

GSA Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Prepare your modification:

- Corporate Information
- Additions
- Administrative
- Upload Documents
- Submit Request
- Complete Incomplete

Company Name:	MIRACLE RECREATION EQUIPMENT COMPANY
Contract Number:	GS07F9713G
Modification Type:	Add SIN Email Address Change

INFORMATION SAVED

The **ATTACHMENT INFORMATION** section is **Completed**.

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

A confirmation screen will again appear. Click “Continue” to submit your Modification request.

Confirmation for Submission

GSA Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

Prepare your modification:

- Corporate Information
- Additions
- Administrative
- Upload Documents
- Submit Request
- Complete Incomplete

Company Name:	MIRACLE RECREATION EQUIPMENT COMPANY
Contract Number:	GS07F9713G
Modification Type:	Add SIN Email Address Change

CONFIRMATION

Are you ready to submit this eMod?

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



When all Mod information has been entered, confirm you are ready to submit by clicking “Yes”.

Final Review & Disclaimer

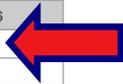
- Prepare your modification:
- Corporate Information
 - Additions
 - Administrative
 - Upload Documents
 - Submit Request
 - Complete Incomplete

Company Name:	MIRACLE RECREATION EQUIPMENT COMPANY
Contract Number:	GS07F9713G
Modification Type:	Add SIN Email Address Change

FINAL REVIEW OF eMOD

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

Type	Name	Actions
Mod Response	Mod Response	Review
Vendor Defined	telre	Review



Disclaimer

***Required**
In submitting a modification request, the Contractor shall abide by the Modifications Clause GSAM 552.243-72 in the Contract. Should the modification request involve price reductions, the Contractor shall abide by the Price Reductions Clause GSAM 552.238-75 in the Contract. Finally, if the modification request is for an economic price adjustment, the Contractor shall abide by the Economic Price Adjustment-FSS Multiple Award Schedules Contracts Clause GSAM 552.216-70 (Alternate I) and/or I-FSS-969 Economic Price Adjustment-FSS Multiple Award Schedule in the Contract.

NOTE: E-Mods is not to be used for Novations or Change-of-Name Agreements or Options or Contract Cancellations.

Yes No

A “Final Review” screen will appear next. You may view your Modification Response Document (see next slide) and any attachments you have added by clicking the “Review” link. In addition, you must also read and respond to the “Disclaimer”, then click “Continue”.

Modification Response Document



Request for Modification to Contract Number : **FF9713G**

Modification Type :
Add SIN
Email Address Change

Company Name : **MIRACLE RECREATION EQUIPMENT COMPANY**
DUNS Number : **061323358**
Modification Updated By : **keonia.cobbins@gsa.gov**
Modification Updated Date : **2008-10-28 14:19:56**
Modification Control Number : **5LISI9WU**

Email Address Change : **kcobbins@yahoo.com**

SIN(s) For Add SIN

SIN : **192 45**
TITLE : **Sports Clothing and Accessories**
SCOPE : **Worldwide**

ATTACHMENTS

Vendor Defined : **Big Welcome.doc**

AUTHORIZED NEGOTIATORS

NAME : **Keonia R Cobbins**
TITLE : **uat**
ROLE : **Authorized to sign**

This is a sample of a portion of the Modification Response Document.

Edit a Mod

MY MODIFICATIONS :: MIRACLE RECREATION EQUIPMENT COMPANY

New Modifications

Select Contract	Action
GS07F9713G	Select Contract

Saved Modifications

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

ID	Mod Actions	Contract	Last Update	Status	Actions
Nothing found to display.					

Submitted Modifications

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

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
5LISIGWU	Selected Mod Actions	GS07F9713G	2008-10-28 14:50:06.55	Split	James T. Concannon	<input type="button" value="View Mod"/>
POTW7T4M	Selected Mod Actions	GS07F9713G	2008-11-05 10:02:38.026	In Progress	James T. Concannon	<input type="button" value="Edit Mod"/> <input type="button" value="Withdraw Mod"/>
EJQ1JTZS	Selected Mod Actions	GS07F9713G	2008-11-03 14:09:01.756	Provide Clarification	James T. Concannon	<input type="button" value="View Mod"/>



After you have submitted your Mod, you may return to eMod to edit the request. Click the “Edit Mod” button.

eMod Home | My eMods | Sign Out Keonia R. Cobbins

GSA Federal Acquisition Service *Submit contract offers and contract modifications online* eOffer/eMod

Prepare your modification:

- Corporate Information
- Administrative
- Upload Documents
- Submit Request
- Complete Incomplete

Company Name: FRANKLIN COVEY CO.
Contract Number: GS14F9729C
Modification Type: Fax Change

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:	113402713
Type of Organization:	Corporate Entity (Not Tax Exempt)
Common Parent DUNS Number:	113402713
Company Name:	FRANKLIN COVEY CO.
Doing Business As (DBA):	
Business Type:	Large Business Manufacturer of Goods Service Location

Company Address

Street1:	2200 PARKWAY BLVD
Street2:	
City:	SALT LAKE CITY
State:	UT
Zip/Postal Code:	841192099
Country:	USA

Mailing Address

Company Name:	FRANKLIN COVEY COMPANY
Street1:	2200 WEST PARKWAY BLVD
Street2:	
City:	SALT LAKE CITY
State:	UT
Zip/Postal Code:	841192099
Country:	USA

Then the Mod will open to the Corporate Information page. You can edit or update what ever is needed and save the mod.

Withdraw a Mod

MY MODIFICATIONS :: MIRACLE RECREATION EQUIPMENT COMPANY

New Modifications

Select Contract	Action
GS07F9713G	Select Contract

Saved Modifications

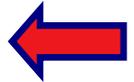
Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Actions
Nothing found to display.					

Submitted Modifications

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

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
5LISJ9WU	Selected Mod Actions	GS07F9713G	2008-10-28 14:50:06.55	Split	James T. Concannon	View Mod
POTW7T4M	Selected Mod Actions	GS07F9713G	2008-11-05 10:02:38.026	In Progress	James T. Concannon	Edit Mod Withdraw Mod
EJQ1JTZS	Selected Mod Actions	GS07F9713G	2008-11-03 14:09:01.756	Provide Clarification	James T. Concannon	View Mod



After you have submitted your Mod, you may return to eMod to withdraw the request. Click the “Withdraw Mod” button.

Confirmation

eMod Home | ACES Certificate Details | Sign Out Keonia R Cobbins

GSA Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

CONFIRM WITHDRAW

Are you sure you want to withdraw this Modification?

Next you will get a confirmation to withdraw page. Click “Yes” to withdraw.

Withdrawn Status

eMod Home | ACES Certificate Details | Sign Out Keonia R Cobbins

GSA Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

MY MODIFICATIONS :: FRANKLIN COVEY CO.

New Modifications

Select Contract	Action
GS14F9729C	Select Contract

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

ID	Mod Actions	Contract	Last Update	Status	Actions
A51PGWD4	Selected Mod Actions	GS14F9729C	2008-10-16 14:58:37.6	Complete	<input type="button" value="Edit Mod"/> <input type="button" value="Delete Mod"/>
BRUE3DX	Selected Mod Actions	GS14F9729C	2008-11-03 13:01:17.783	Incomplete	<input type="button" value="Edit Mod"/> <input type="button" value="Delete Mod"/>

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

ID	Mod Actions	Contract	Last Update	Status	Signed To	Actions
DPKTYGJQ	Selected Mod Actions	GS14F9729C	2008-11-12 13:46:34.95	Withdrawn		<input type="button" value="View Mod"/>
FIEIZY6H	Selected Mod Actions	GS14F9729C	2008-10-17 14:16:10.236	Split	Keonia R. Cobbins	<input type="button" value="View Mod"/>
3528UUQR	Selected Mod Actions	GS14F9729C	2008-11-12 13:46:46.013	In Progress	Keonia R. Cobbins	<input type="button" value="Edit Mod"/> <input type="button" value="Withdraw Mod"/>
IK6ZWW9B	Selected Mod Actions	GS14F9729C	2008-10-28 09:22:36.5	In Progress	Keonia R. Cobbins	<input type="button" value="Edit Mod"/> <input type="button" value="Withdraw Mod"/>



Now the Mod status show as withdrawn. You may view this mod for future reference.

Split Mods

The screenshot shows the eOffer/eMod interface for the Federal Acquisition Service. The page title is "MY MODIFICATIONS :: MIRACLE RECREATION EQUIPMENT COMPANY". Under the "Submitted Modifications" section, a table lists three modifications. The first modification, ID 5LIS19WU, has a status of "Split" and is assigned to James T. Concannon. A red arrow points to the "Split" status. The other two modifications, ID BYQW094D and ID EJG1J7ZS, have a status of "In Progress" and are also assigned to James T. Concannon.

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
5LIS19WU	Selected Mod Actions	GS07F9713G	2008-10-28 14:50:06.55	Split	James T. Concannon	View Mod
BYQW094D	Selected Mod Actions	GS07F9713G	2008-10-28 14:50:25.083	In Progress	James T. Concannon	Edit Mod Withdraw Mod
EJG1J7ZS	Selected Mod Actions	GS07F9713G	2008-10-28 14:50:25.15	In Progress	James T. Concannon	Edit Mod Withdraw Mod

The Contracting Officer may decide to “split” your original Mod into two. If this occurs, the original Mod will be displayed along with the two new “split” Mods. You will receive a notification that the Modification has been split. You may view this action on the “My Modifications” page.

Vendor Views Clarification Request in eMod

The screenshot shows the eOffer/eMod interface for the Federal Acquisition Service. The page title is "MY MODIFICATIONS :: MIRACLE RECREATION EQUIPMENT COMPANY". Under the "Submitted Modifications" section, a table lists three modifications. The second modification, ID BYQW094D, has a status of "Provide Clarification" and is assigned to James T. Concannon. A red arrow points to the "Provide Clarification" status. The other two modifications, ID 5LIS19WU and ID EJG1J7ZS, have a status of "Split" and "In Progress" respectively, and are also assigned to James T. Concannon.

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
5LIS19WU	Selected Mod Actions	GS07F9713G	2008-10-28 14:50:06.55	Split	James T. Concannon	View Mod
BYQW094D	Selected Mod Actions	GS07F9713G	2008-10-28 15:00:29.91	Provide Clarification	James T. Concannon	View Mod
EJG1J7ZS	Selected Mod Actions	GS07F9713G	2008-10-28 14:50:25.15	In Progress	James T. Concannon	Edit Mod Withdraw Mod

The vendor accesses eMod to view the request for Clarification. They will click the link “Provide Clarification” to submit the request.

Vendors Views Attachments, History & Comments

The screenshot shows a web browser window displaying the Federal Acquisition Service eOffer/eMod interface. The page title is "Request For Clarification". The company name is "MIRACLE RECREATION EQUIPMENT COMPANY" with contract number "G807F9713G" and modification type "Add SIN". The page includes a "List of Documents" table with columns for Type, Name, Group, and Action. Below this is a "Notes from CO" section with a dropdown menu set to "Refer to letter". To the right is a "Vendor Response" text area. At the bottom, there are "Submit Response" and "Save to Draft" buttons. The browser address bar shows the URL: https://eoffer-test.fss.gsa.gov/eOffer/additionalInfoAction.do?method=view&objectType=M&objectid=eid_e2d899d5e18237878d27bf2edfcb987f9e7c508402188117.

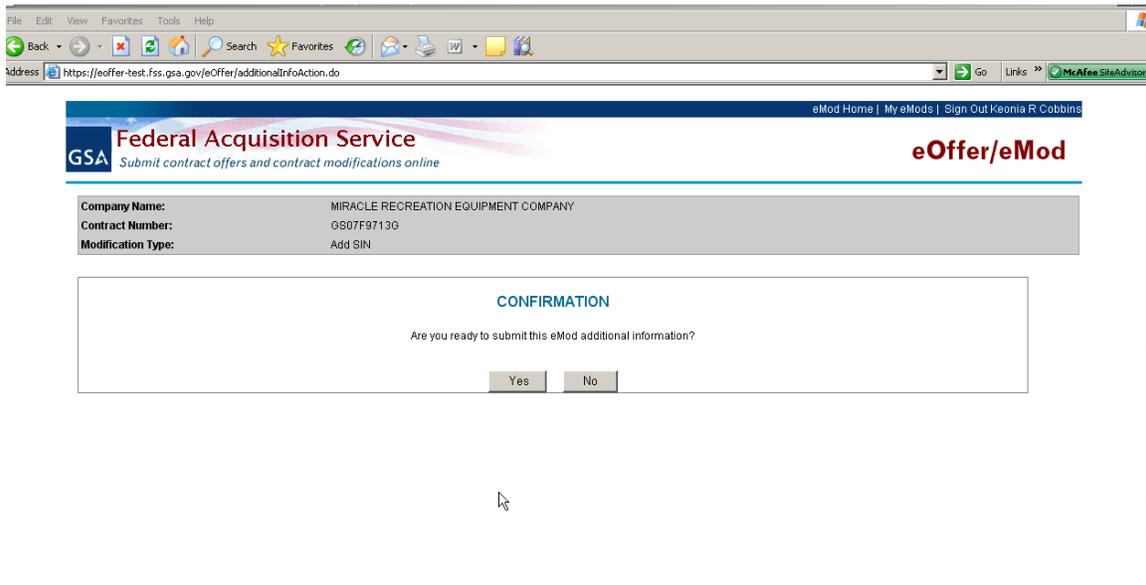
The request Clarification Screen opens and you can view attachments, history, and add comments from this page.

Vendors Adds Comments & Uploads Documents

This screenshot is identical to the previous one, but the "Vendor Response" text area now contains the word "test". The "Submit Response" and "Save to Draft" buttons remain visible at the bottom of the form.

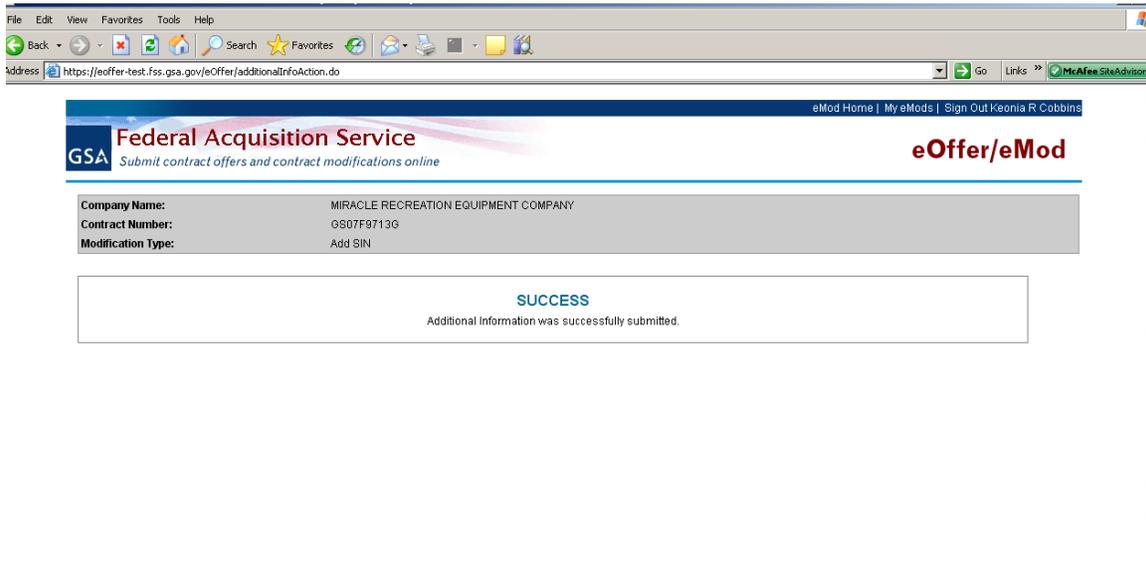
You can type a response in the “Vendor Response” box and upload a document if necessary. Upon completion, the click, “Submit Response”.

Vendors Confirms Submission



Then you confirm you submission.

Vendor Views Confirmation, CO is Notified of Vendor Response



The vendor receives confirmation of the submission. The CO is notified that the vendor has responded to the request. The status changes back to "In Progress".

Vendor Review and eSignature



U.S. General Services Administration

Federal Acquisition Service



ors@gsa.gov
02/15/2007 12:58 PM

To: angela.jernigan@gsa.gov
cc:
bcc:
Subject: Vendor Notification for Proposal Signature (Atten – Email intended for QA and testing Env.)

Dear Sir/Mam

This is to notify you that a proposal for the offer # (1897) submitted by you against solicitation TFTP-MC-000874-B is ready for your review and signature. Please click or paste the following url in a browser window to review your your proposal.

<https://eoffer-test.fss.gsa.gov>



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

The vendor receives notice to sign the offer. They click the link in the email, which redirects them to eOffer/eMod home page.

Signature Process: Step 1



U.S. General Services Administration

Federal Acquisition Service

GSA | GSA Advantage!

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". By using this system you acknowledge: this system is subject to monitoring. Unauthorized attempts to upload information, view information, or change information of other vendor's data and attempts to bypass authentication or authorization mechanisms to gain access into unauthorized areas of the website and any other actions that would compromise the confidentiality, integrity, and availability of this system are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act

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

BEFORE YOU BEGIN:	SIGN IN FOR:
<ul style="list-style-type: none">> Learn about the electronic contract offer process> Learn about the electronic contract modification process> Download and read the GSA Solicitation from FedBizOppsData Universal Numbering System (DUNS)<ul style="list-style-type: none">> Get a DUNS NumberCentral Contractor Registration (CCR)<ul style="list-style-type: none">> Register with CCRAccess Certificates for Electronic Services (ACES)<ul style="list-style-type: none">> Digital Certificate Approved for use in the eOffer/eMod application> Are you qualified to act an Electronic Authentication Certificate (Cert) at no cost?Other Links<ul style="list-style-type: none">> Gather company documents and information> Digital Certs Training> eOffer/eMod Training Webcast> Frequently Asked Questions> Customer Assistance> Quick Facts about eOffer> Quick Facts about Mods> Available schedules in eOffer	<p>Contract Offers (eOffers)</p> <ul style="list-style-type: none">> Prepare and submit eOffers> Continue working on saved eOffers> Edit submitted eOffers <p>Sign In </p> <p>Contract Modifications (eMods)</p> <ul style="list-style-type: none">> Prepare and submit modification requests> Continue working on saved modification requests> Edit submitted modification requests <p>Sign In</p>

From the eOffer/eMod homepage "Sign In" to eMod.

Signature Process: Step 2



U.S. General Services Administration

Federal Acquisition Service

eOffer Home | Logged in as : Angela D Jernigan

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

SIGN IN

Select a previously entered DUNS:	<input type="text"/>	
Or, enter a DUNS:	<input type="text" value="618753768"/>	
DUNS PLUS 4 :	<input type="text"/>	
<input type="button" value="Sign In"/>		

Next, enter your DUNs number and click the “Sign In” button.

Signature Process: Step 3



U.S. General Services Administration

Federal Acquisition Service

eOffer Home | ACES Certificate Details | Sign Out Angela D Jernigan

Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer/eMod

MY eOFFERS :: PROFESSIONAL PERFORMANCE DEVELOPMENT GROUP, INC.

New eOffers

Select Solicitation	Action
SDEC-RU-200612-B Refresh#0 (Schedule 873)	<input type="button" value="Submit Online"/>

Saved eOffers

ID	Solicitation	Last Updated	Status	Actions
----	--------------	--------------	--------	---------

Submitted eOffers

ID	Solicitation	Last Updated	Status	Actions
ORL78N1Q	TFTP-MC-000874-B Refresh# 12	2007-02-15 12:33:36.896	Ready for Vendor esign	<input type="button" value="View Offer"/> <input type="button" value="Sign Package"/> <input type="button" value="View Package"/>

On the “My eOffers” screen, click the “Sign Package” button.

Signature Process: Step 4

GSA U.S. General Services Administration

Federal Acquisition Service

eOffer Home | My eOffers | Sign Out Angela D Jernigan

GSA Federal Acquisition Service Submit contract offers and contract modifications online **eOffer/eMod**

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

Name	Description	Action
1649SYSTEMSINSTRUCTIONS.doc	Price List	Review
Offer.pdf	Offer Responses	Review
ContractingModifyingGWAC.doc	Cover Page To Offer	Review

All documents in the eOffer package have been reviewed.

Next the “Sign Contract” page opens. On this page you will see a list of all the documents that must reviewed and accepted. Review each document by clicking the “Review” button at the end of each document or click the box to review all the documents at one time and click “Continue”.

Signature Process: Step 5

GSA U.S. General Services Administration

Federal Acquisition Service

GSA Federal Acquisition Service Submit contract offers and contract modifications online **eOffer**

Company Name: PROFESSIONAL PERFORMANCE DEVELOPMENT GROUP, INC.
Solicitation Number: TFTP-MC-000874-B Refresh Number: 12

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

You must accept the “E-Signature Consent” by clicking the “Accept” button.

Signature Process: Step 6



U.S. General Services Administration

Federal Acquisition Service

GSA Federal Acquisition Service
Submit contract offers and contract modifications online

eOffer

Company Name: PROFESSIONAL PERFORMANCE DEVELOPMENT GROUP, INC.
Solicitation Number: TFTP-MC-000874-B Refresh Number: 12

SIGN eOFFER

The following documents must be reviewed and accepted before signing.

Documents

*Required

Name	Status	Actions
Standard Form 1449	Not Accepted	Review and Accept*

Save and Exit

Reject eOffer

Next the “Sign eOffer” page opens. On this page, you can review each document by clicking the “Review” button at the end of each document.

Company Name: PROFESSIONAL PERFORMANCE DEVELOPMENT GROUP, INC.
Solicitation Number: TFTP-MC-000874-B Refresh Number: 12

REVIEW DOCUMENT

The following document must be reviewed and accepted before signing. Click Back to select a different 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. GS10F0018T	3. AWARD/EFFECTIVE DATE Refer to 31c	4. ORDER NUMBER	5. SOLICITATION NUMBER TFTP-MC-000874-B -- REFRESH #12	6. SOLICITATION ISSUE DATE 01 Feb 2007 19 Nov 2004	8. OFFER DUE DATE/ LOCAL TIME
7. FOR SOLICITATION INFORMATION CALL:	6. NAME MANAGEMENT SERVICES CTR	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: -----	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS
MANAGEMENT SERVICES CTR 400 15 ST S.W. (10FTP) AUBURN WA 98001			13a. THIS CONTRACT IS A RATED ORDER UNDER OFAS (15 CFR 700)		13b. RATING

List Of Contract Documents

File Label: Financial Data Covering the Previous Three-Year Period
File Name: audit-fss19.doc Created : 2006-05-03 09:27:31.54

File Label: Offer Responses
File Name: Offer.pdf Created : 2006-05-03 09:43:55.976

File Label: Price Narrative
File Name: errorsfromonline.doc Created : 2006-05-03 09:26:48.336

File Label: Pricing Documentation
File Name: AwdLtrAddress.doc Created : 2006-05-03 09:39:29.1

File Label: Order Form for Past Performance Evaluation
File Name: Passed SCRs for 602 release.doc Created : 2006-05-03 09:29:23.806

File Label: Previous Experience
File Name: myfsshelphelp.doc Created : 2006-05-03 09:28:27.4

Back

Accept

The document will open. At the bottom of the document, you will see a “Back” button and an “Accept” button. Review each document to ensure that it is the document you agreed to. If everything is OK, you should review and accept each document.

Signature Process: Step 7



U.S. General Services Administration

Federal Acquisition Service

Name	Status	Actions
Standard Form 1449	Accepted by Angela D Jernigan	View

Once the document is accepted the status will change to accepted and show the person who accepted the document.

Signature Process: Step 8



U.S. General Services Administration

Federal Acquisition Service

Are you ready to sign this eOffer?

Once all the document have been accepted the “Sign Offer” Confirmation will appear. Next, you should click the “Confirm” button. This completes your portion of the signature process and notifies the Contracting Officer to sign the Offer.