GSA Federal Acquisition Services

User Guide – eOffer/eMod

Version 1.2

IV - Signature Process

Federal Acquisition Service
Contract Administration Division
Solicitation Services Tools

November 13, 2010

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

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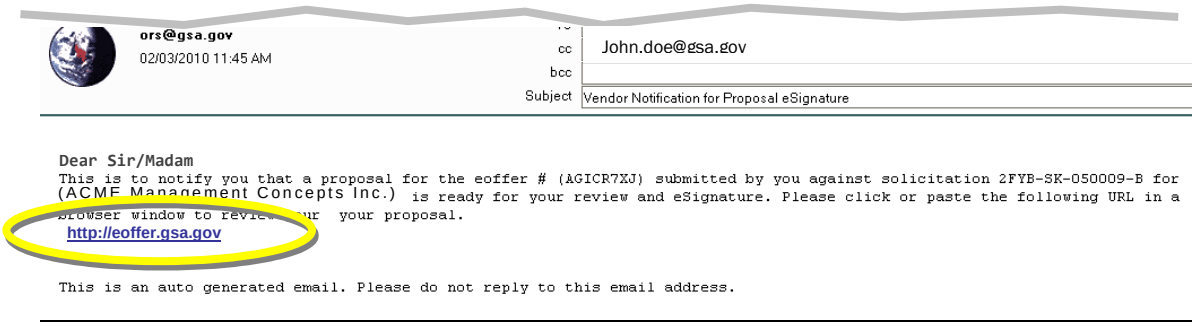
4 SIGNATURE PROCESS

The signature process described in this section applies to eOffer, eMod and Express eOffer with some variations. The process described here is more specific to eOffer.

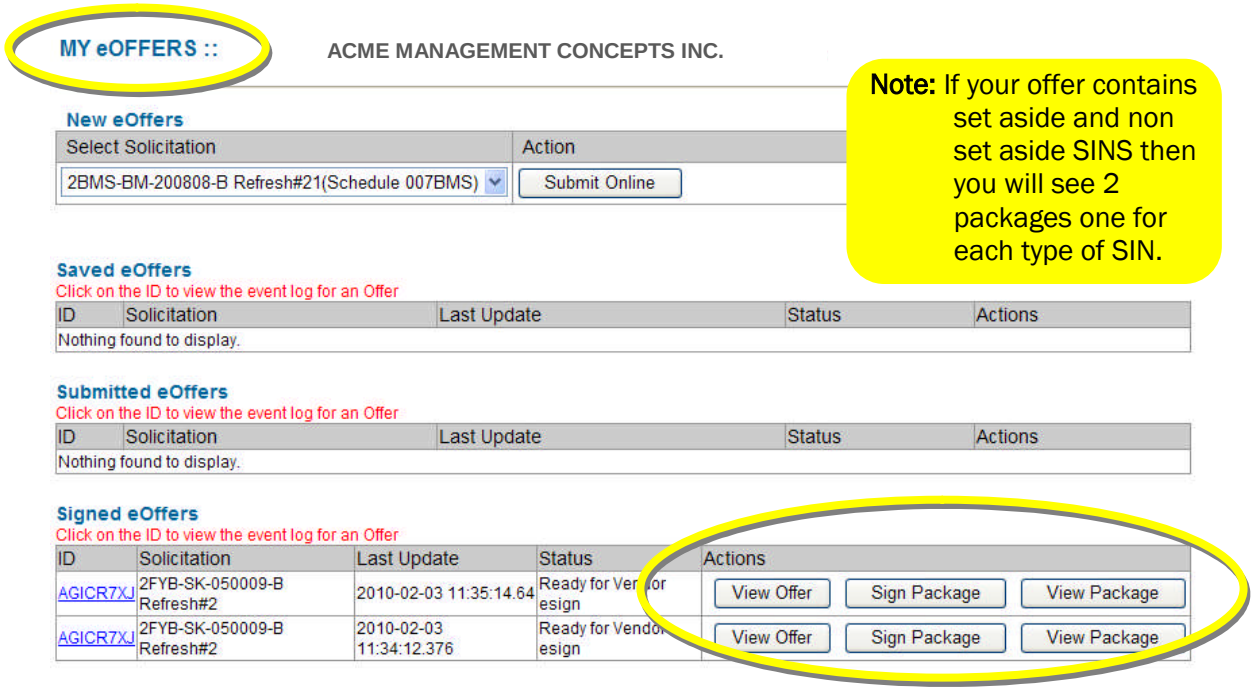
4.1 Reviewing and eSigning the Contract Package

Upon award of the contract, the Contract Specialist will create a contract package to be approved and signed by the Vendor. A Vendor Notification for Proposal eSignature will be sent in the form of an email with instructions to review and sign the proposal.



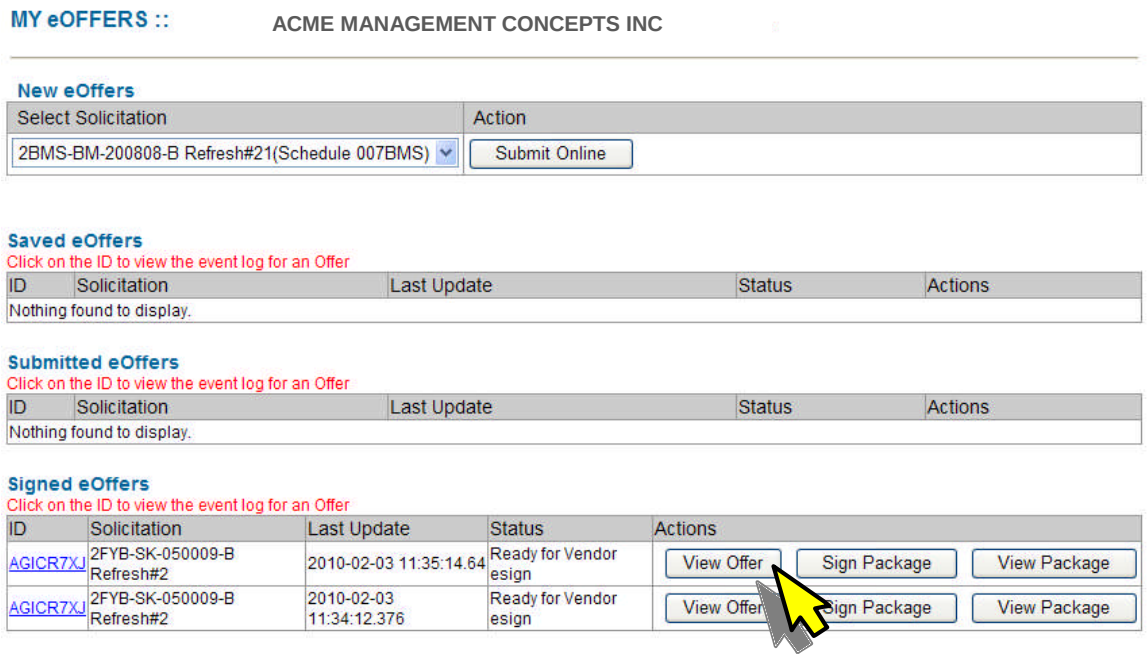
a) Click the ***URL*** in the email to begin the review and signature process.

b) After the login process is complete the ***My eOFFERS*** page will be displayed.



Note: If your offer contains set aside and non set aside SINS then you will see 2 packages one for each type of SIN.

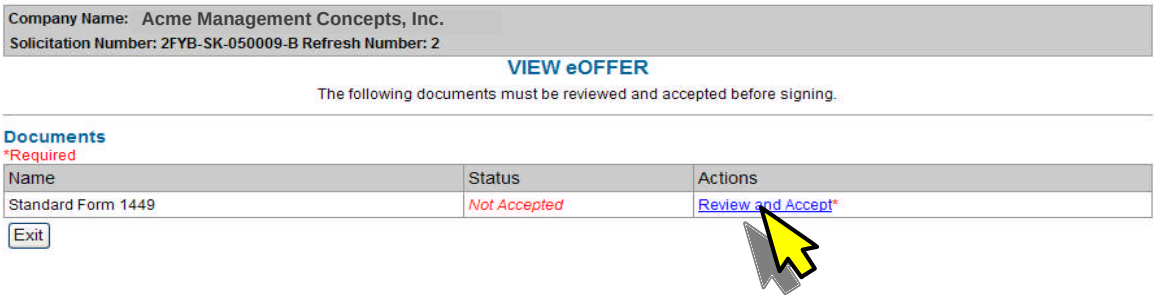
c) The package created by the Contracting Specialist will be displayed under **Signed eOffers.** You may View Offer, View Package or Sign Package (as shown in 4.1(b)). In case of an eMod it would be under the **Signed Modifications** section.



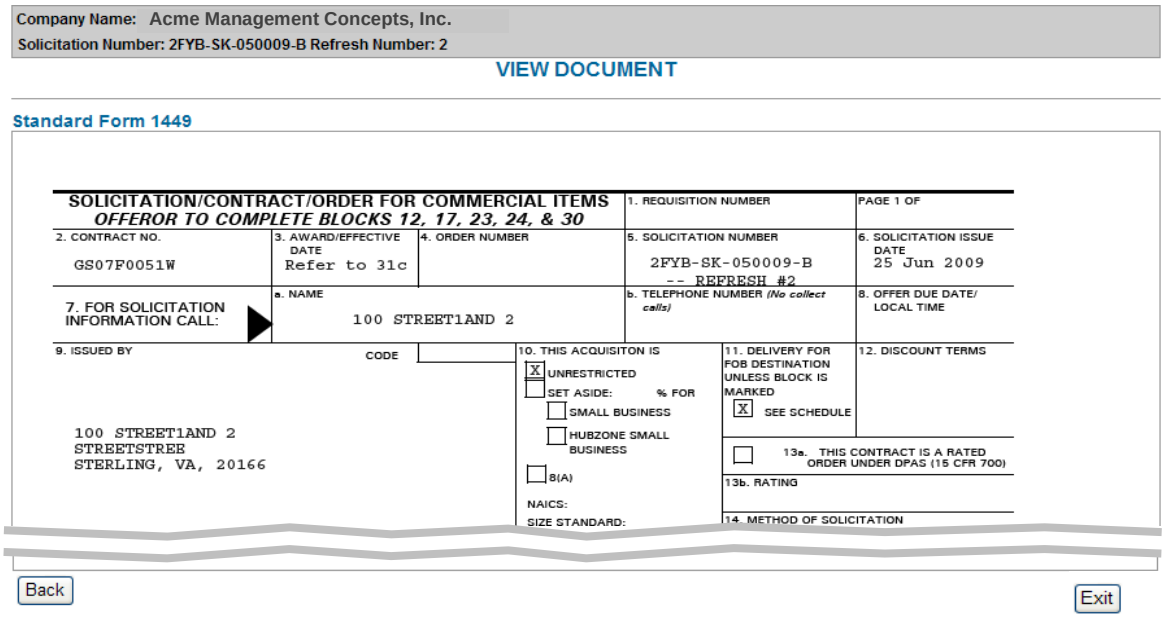
d) To view the offer click the ***View Offer*** button shown above and you will be able to review all your responses as well as all the documents.

e) To simply review the contract package (Form 1449), click ***View Package*** (see 4.1c) then click ***Continue.***

f) On the next screen click the link 'Review and Accept'.



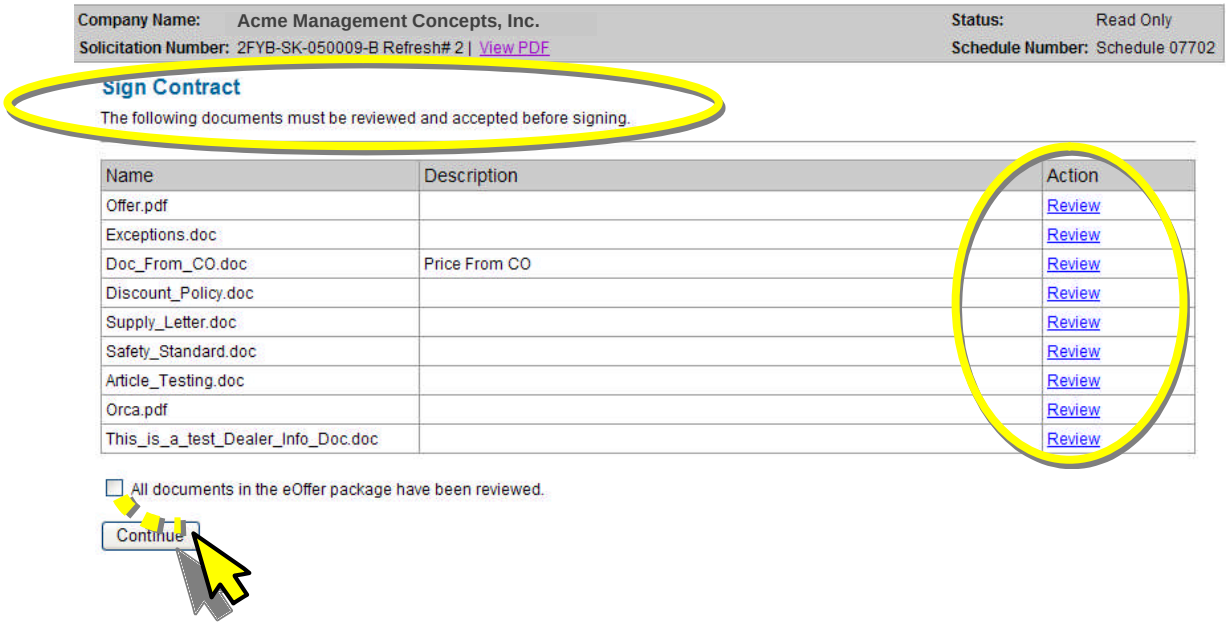
g) This will allow you to view the **Standard Form 1449** as shown below. In case of eMod it will be the Form SF 30.



h) Use the ***Back*** button at the bottom of the form to get to the previous screen **OR** hit the ***Exit*** button to navigate back to the **My eOffers** page.

i) To move on with signing the package, click ***Sign Package*** (see 4.1c). The **Sign Contract** screen will be displayed.

j) Click the ***Review*** link against each document that needs to be reviewed.

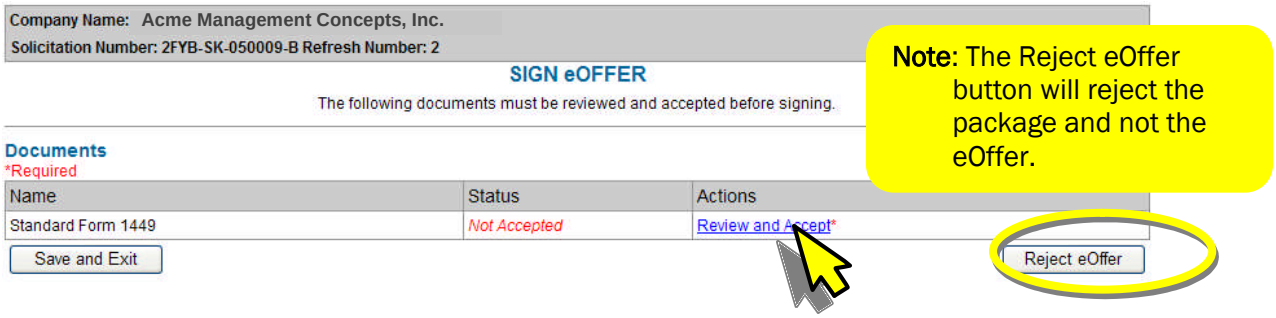


k) After the documents have been reviewed, click the <u>checkbox</u> to confirm and then click ***Continue.***

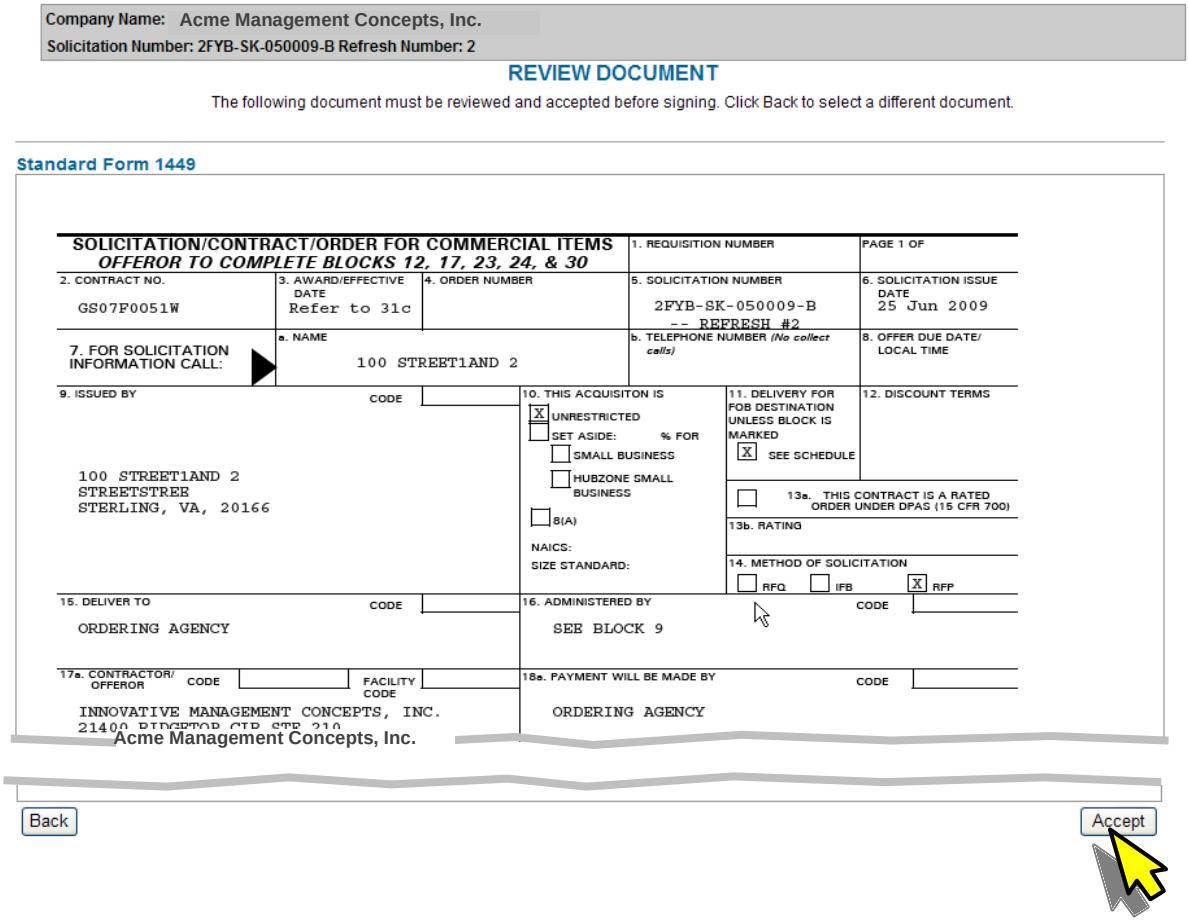
l) Click ***Accept*** to the E-Signature Consent statement.

Note: This is ***consent*** for the use of electronic records and signatures tool for this offer only, <u>not an acceptance of the offer</u>. You still have the option to reject the offer.

m) To streamline the e-Signature process, the SF-1449 form is the only document that will be listed for review and acceptance (in case of eMods it will the SF 30 form). Click on the Review and Accept link to move forward to the form. Note that at this time you still have the option to reject by clicking the ***Reject eOffer*** button.

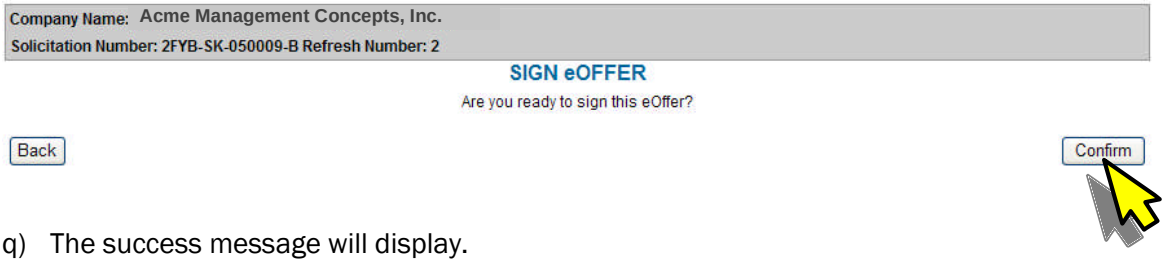


n) Review the SF-1449 Form and click ***Accept*** in the bottom right corner.



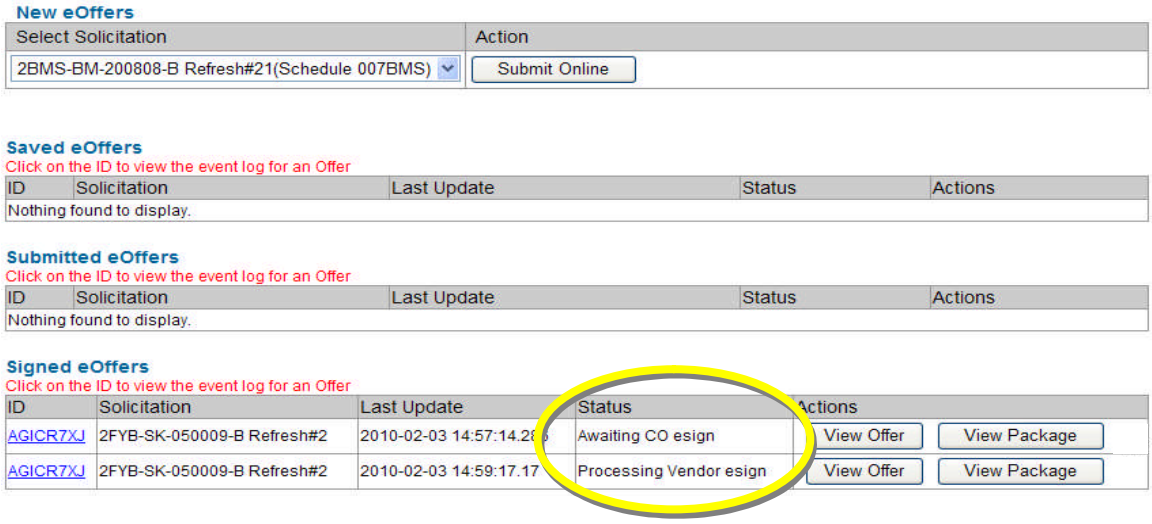
o) Click ***Sign eOffer.*** Again you still have the option to reject the offer.

p) Click ***Confirm*** to "***Are you ready to sign this eOffer?***"

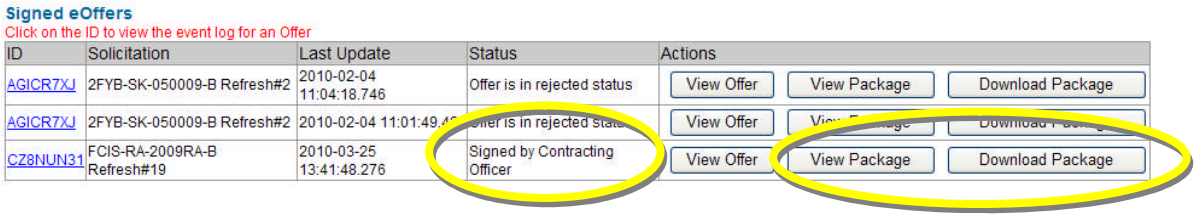


q) The success message will display.

r) The status of the contract package will change to <u>Awaiting CO esign</u> or it might indicate <u>Processing Vendor esign.</u> The CO will receive notification that the contract is ready for signature.



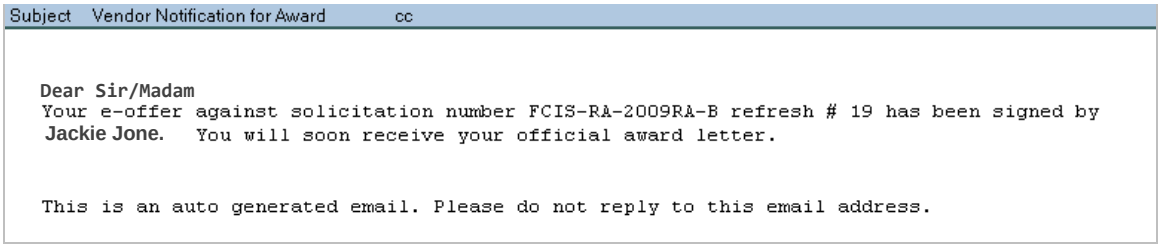
s) Once the CO has signed the package, the "**Status**" will change to Signed by Contracting Officer.



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

ID	Solicitation	Last Update	Status	Actions		
AGICR7XJ	2FYB-SK-050009-B Refresh#2	2010-02-04 11:04:18.746	Offer is in rejected status	View Offer	View Package	Download Package
AGICR7XJ	2FYB-SK-050009-B Refresh#2	2010-02-04 11:01:49.4	Offer is in rejected stat	View Offer	View Package	Download Package
CZ8NUN31	FCIS-RA-2009RA-B Refresh#19	2010-03-25 13:41:48.276	Signed by Contracting Officer	View Offer	View Package	Download Package

t) A notification email is sent to the Vendor (as shown below) stating the award letter will be mailed subsequently. Also right next to the ***View Package*** you will see the ***Download Package*** button.



Subject Vendor Notification for Award cc

Dear Sir/Madam
Your e-offer against solicitation number FCIS-RA-2009RA-B refresh # 19 has been signed by **Jackie Jone.** You will soon receive your official award letter.

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

4.2 Rejecting the Contract Package

The contract package may be rejected by the Vendor if there is a discrepancy.

a) After the documents have been reviewed, the package may be rejected by clicking the ***Reject eOffer***.

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FYB-SK-050009-B Refresh Number: 2

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 <OR> Reject eOffer

The CO will receive an email notifying the contract package has been rejected. The CO will make the necessary corrections and recreate the contract package. A new email notification will be generated to the Vendor indicating the offer is ready for Review and Signature.

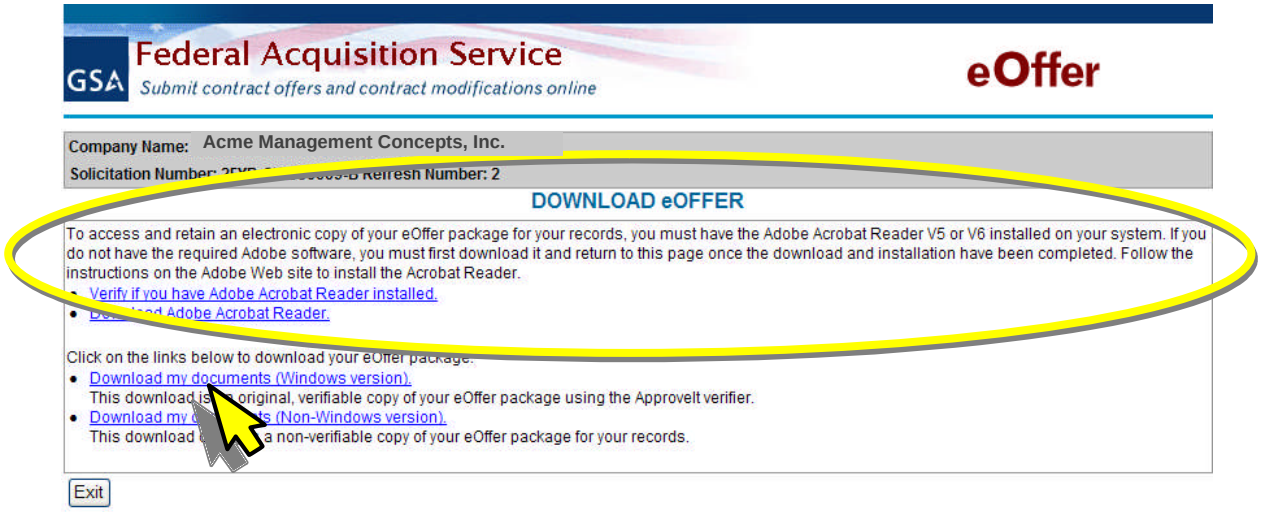
4.3 Downloading the Package (Windows Version)

The eOffer signed by the CO will appear under the **Signed eOffers** section on the ***My eOffers*** page. At this point the Offer Package may be downloaded.

a) Click ***Download Package*** against the eoffer which has been Signed by the Contracting Officer.

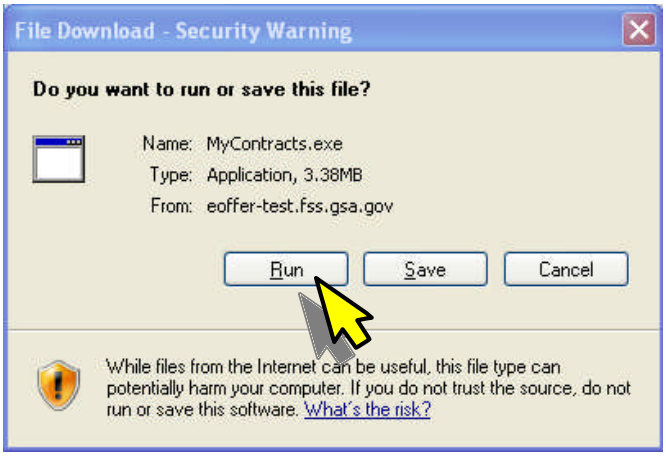
b) On the next screen click ***Continue.***

c) Please read the instructions carefully, particularly about having Adobe Reader installed on your system.



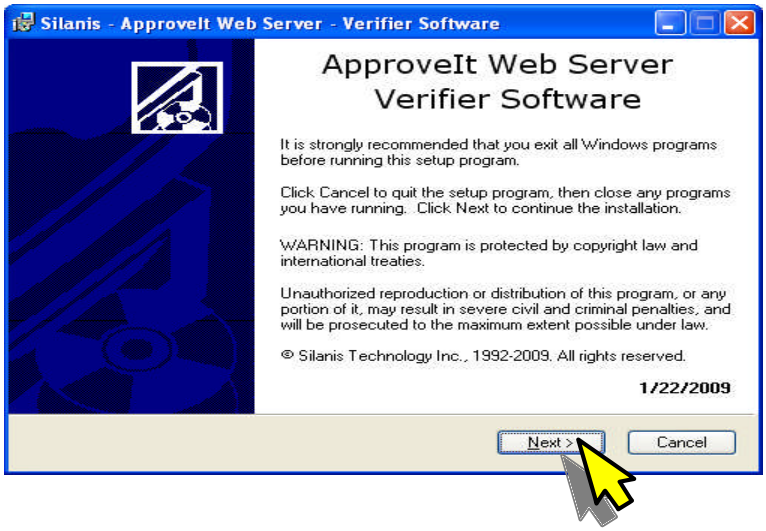
d) Click on the link "Download my documents (Windows version)".

e) On the pop-up click ***Run***. The **Silanis** installer will be initiated and it will install the ApproveIt eSignature Verifier.

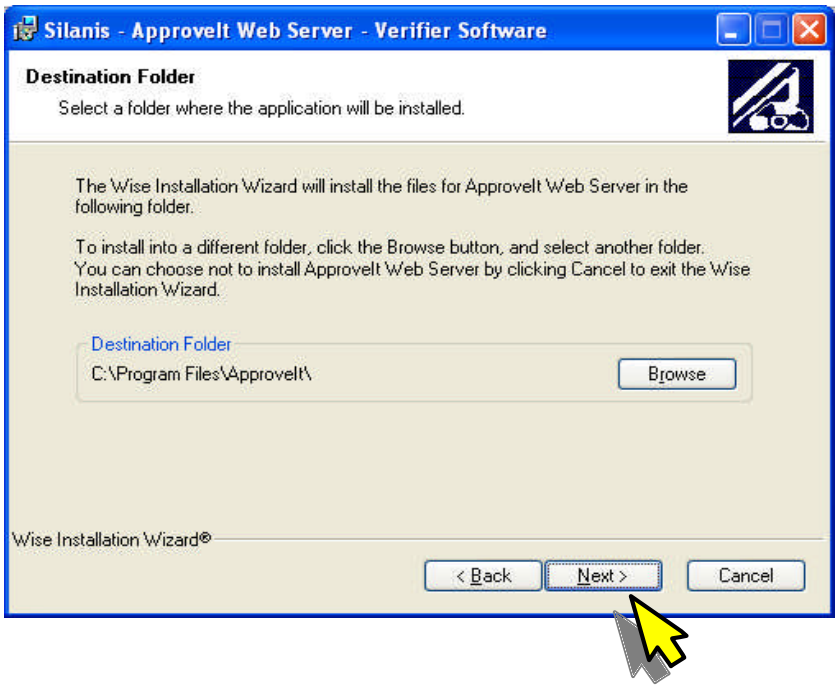


f) Click ***Next***.

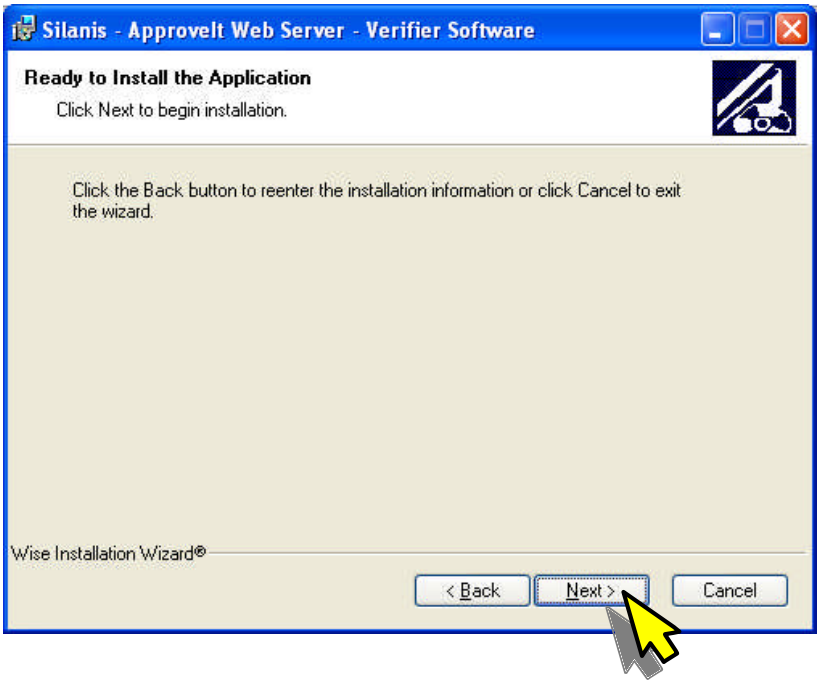
g) Click ***Next***.



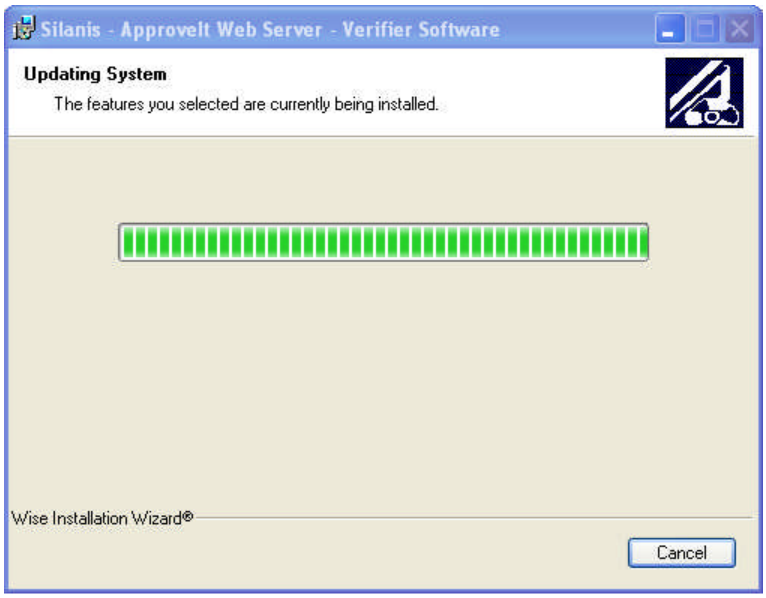
h) Click *Next*.



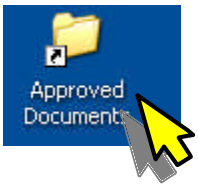
i) Click *Next*.



j) The next screen will show you the installation progress.



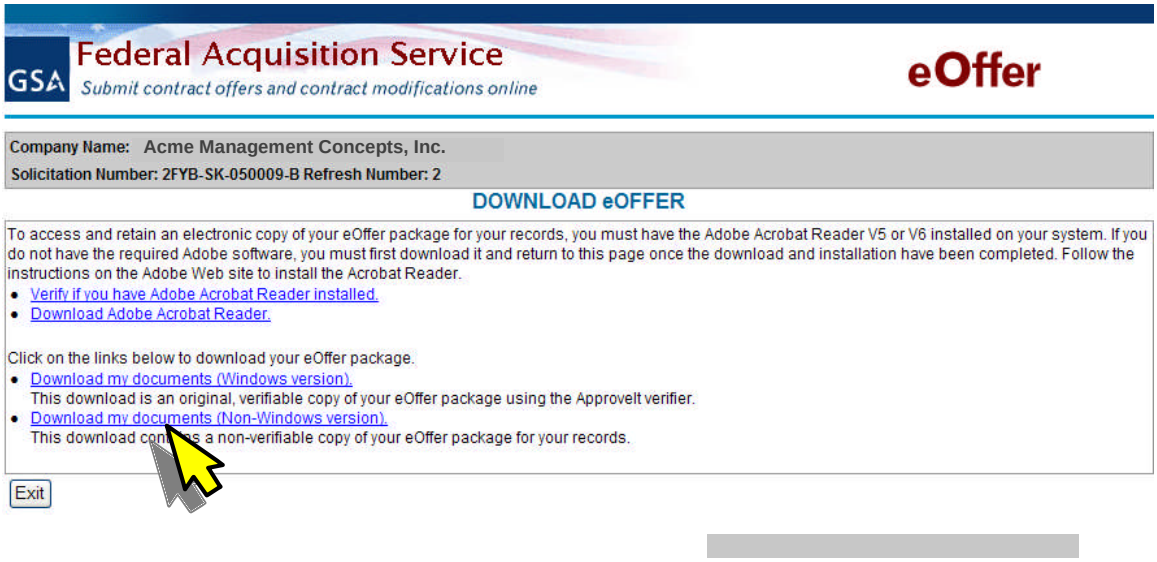
k) After the installation you will see a "Approved Documents" short-cut on your desktop



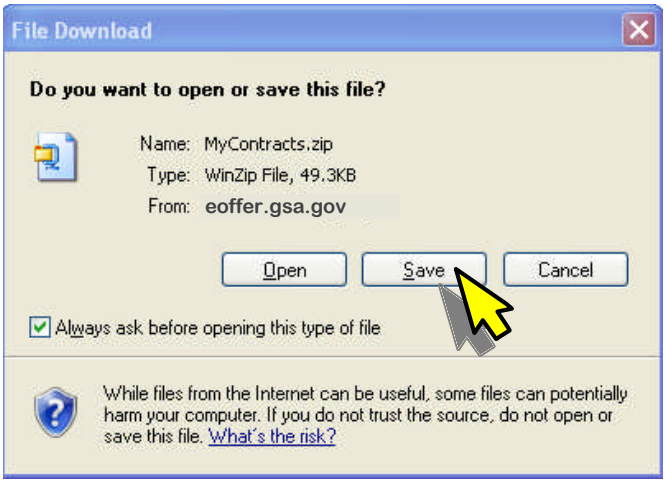
l) Double click on this short-cut and you will see the pdf version of the **Form 1449** with all the contract details.

4.4 Downloading the Package (Non-Windows Version)

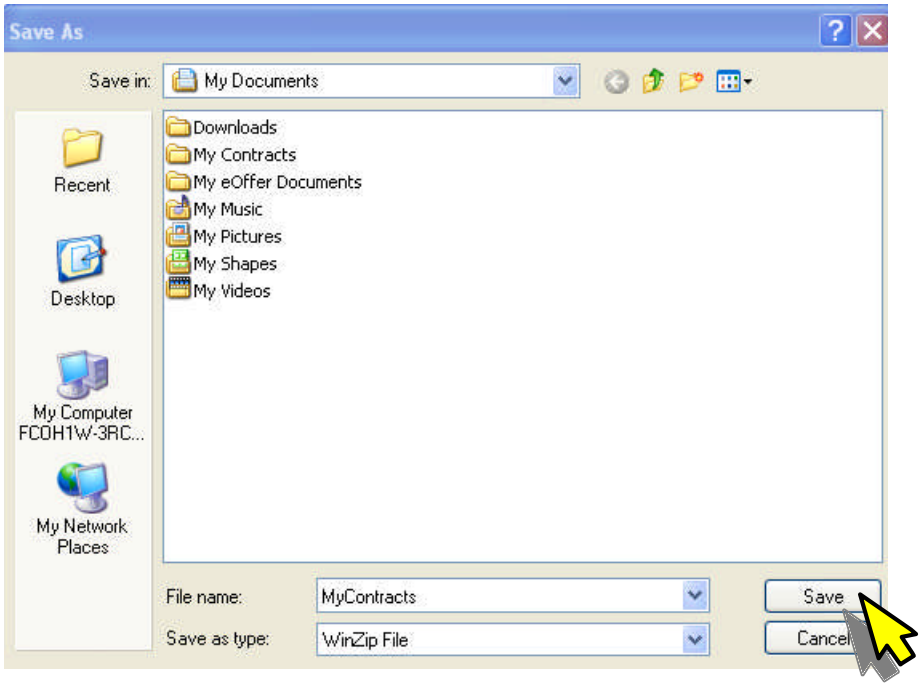
a) Click on the link Download my documents (Non-Windows version)

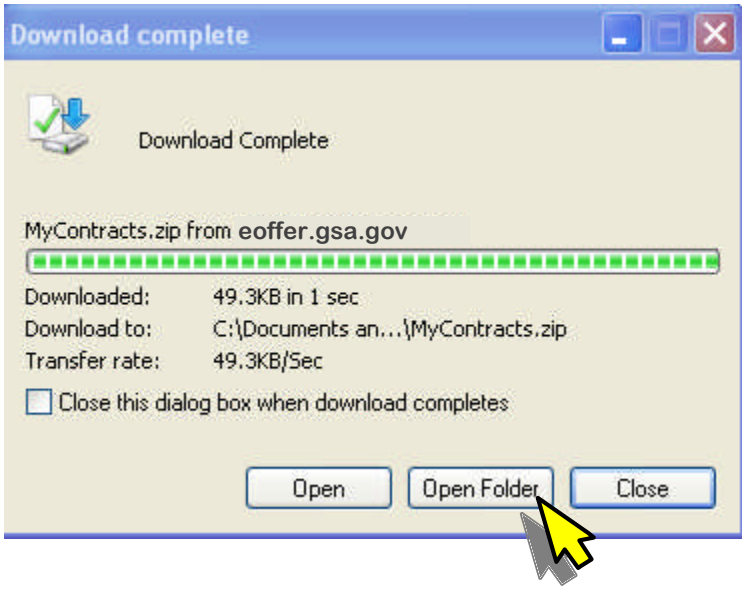


b) You will see a pop-up showing the **MyContracts.zip** file. Click ***Save***.



c) Select a location to download this zip file to your computer, and then click ***Save***.





d) Once the download is complete click ***Open Folder*** and you will see the zip file.

e) Unzip the file using any standard unzipping application such as WinZip and you will get a PDF version of the **Form 1449** with all the contract details (see example on next page).

A sample **Form 1449** is shown below.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER | PAGE 1 OF

2. CONTRACT NO.: GS07F0079W
3. AWARD/EFFECTIVE DATE: Refer to 31c
4. ORDER NUMBER:
5. SOLICITATION NUMBER: FCIS-RA-2009RA-B -- REFRESH #19
6. SOLICITATION ISSUE DATE:

7. FOR SOLICITATION INFORMATION CALL:
a. NAME: 100 STREET1AND 2
b. TELEPHONE NUMBER *(No collect calls)*:
8. OFFER DUE DATE/ LOCAL TIME:

9. ISSUED BY — CODE
100 STREET1AND 2
STREETSTREE
STERLING, VA, 20166

10. THIS ACQUISITON IS
[X] UNRESTRICTED
[ ] SET ASIDE: % FOR
[ ] SMALL BUSINESS
[ ] HUBZONE SMALL BUSINESS
[ ] 8(A)
NAICS:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
[X] SEE SCHEDULE

12. DISCOUNT TERMS

[ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
[ ] RFQ [ ] IFB [X] RFP

15. DELIVER TO — CODE
ORDERING AGENCY

16. ADMINISTERED BY — CODE
SEE BLOCK 9

17a. CONTRACTOR/ OFFEROR — CODE — FACILITY CODE
Acme Management Concepts, Inc.
21400 RIDGETOP CIR STE 210

STERLING,VA,201666511 ,.
DUNs Number :605691807
TELEPHONE NO.

[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY — CODE
ORDERING AGENCY

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Solicitation exclusively for AR-RA Testing *(Use Reverse and/or Attach Additional Sheets as Necessary)*				

25. ACCOUNTING AND APPROPRIATION DATA
26. TOTAL AWARD AMOUNT *(For Govt. Use Only)*

[X] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED
[ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

[ ] 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN N/A COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

[ ] 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR
E-SIGNed 03/25/2010 by John Doe

31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*
E-SIGNed 03/25/2010 by Jackie Jone GSA / FSS

30b. NAME AND TITLE OF SIGNER *(Type or print)* | 30c. DATE SIGNED
31b. NAME OF CONTRACTING OFFICER *(Type or print)* | 31c. DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

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

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	LINES AWARDED RA004 RA006				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED [X] ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: SEE APPENDIX SHEET

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELPHONE NUMBER OF AUTHORZED GOVERNMENT REPRESENTATIVE 32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VO[illegible] NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
[illegible]ARTIAL [illegible] FINAL			☐ COMPLETE ☐ PARTIAL ☐ FINAL	
38. [illegible]R ACCOUNT NUMBER	39. [illegible]UCHER NUMBER	40. PAID BY		

[illegible]a. I CERTIFY THIS ACCOUNT [illegible]RRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY *(Print)*
41b. SIGNATURE AND TITLE OF CI[illegible]ING OFFICER / 41c. DATE	42b. RECEIVED AT *(Location)*
	42c. DATE REC'D *(YY/MM/DD)* / 42d. TOTAL CONTAINERS

STANDARD FORM 1449 (REV. 4/2002) BACK

Appendix

List of Approved Exceptions

52.202-1DEFINITIONS (JUL 2004)
Approved Exception Text:
This is a test

52.203-3GRATUITIES (APR 1984)
Approved Exception Text:
This is a test

52.204-4PRINTED OR COPIEI UBLE)ED ON RECYCL APER (JULY 2008)
Approved Exception Text:
We are taking exception t his ılation

List Of Contract Documents

File Label: Copy of CCR Record
File Name: TEST Upload File.doc Created : 3/23/2010 5:50:03 PM

File Label: Plant Or Facility Address
File Name: TEST Upload File.doc Created : 3/23/2010 5:50:05 PM

File Label: Commercial Pricelist
File Name: Price List.doc Created : 3/23/2010 5:50:01 PM

File Label: Authorized Dealer(s) Information
File Name: This_is_a_test_Dealer_Info_Doc.doc Created : 3/23/2010 5:50:04 PM

File Label: Offer Responses
File Name: Offer.pdf Created : 3/23/2010 5:50:04 PM

File Label: ORCA Responses
File Name: Orca.pdf Created : 3/23/2010 5:50:06 PM

File Label: List Of Hazardous Materials
File Name: TEST Upload File.doc Created : 3/23/2010 5:50:02 PM

File Label: Organization Structure
File Name: TEST Upload File.doc Created : 3/23/2010 5:50:01 PM