# User Guide – eOffer/eMod

Version 1.4

# III - Creating & Submitting an eMod

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 | 1008 Release |
| 1.2 | 11/13/2010 | 1011 | 1011 Release |
| 1.3 | 02/12/2011 | 1102 | 1102 Release |
| 1.4 | 05/21/2011 | 1105 | MARE & 1105 Release |

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## 3    ELECTRONIC CONTRACT MODIFICATIONS - eMOD

eMod is a web based application that allows Vendors to submit their Multiple Award Schedule (MAS) contract modification requests electronically (eMods). eMod uses the digital authentication technology in order to ensure the integrity of data and provides electronic signature capability. A digital certificate is required in order to use eMod. Please see **I – Getting Started** for more details on digital certificates.

In eMod a Vendor can submit multiple Mods within a single transaction. Different type(s) of Mod and their associated sub-types can be selected. Another feature in eMod allows GSA contracting personnel to "split" Mods. For example, a CO has the ability to perform a split if one of the Mods can be done quickly but the other Mod action may require more time to complete. As opposed to waiting for both to be completed at the same time, splitting the Mod expedites the process.

### 3.1    Getting Started With eMod

To access the eMod application, a valid Digital Certificate must be present on your computer.

a)  Go to the GSA eOffer/eMod homepage (www.eoffer.gsa.gov).

b)  Click on the **Sign In** button located in the **Contract Modifications (eMods)** section.

c) On the pop-up window choose the correct certificate (if there is more than one) and click **OK**.
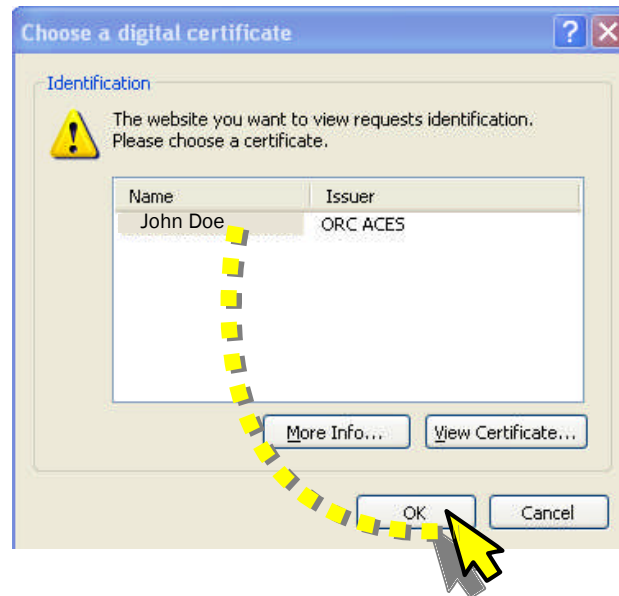


d) On the next pop-up window, click **OK**. This will take you to the Sign In page.

e) Select the appropriate DUNS number using the dropdown or manually enter it in the text box and click *Submit*.



f) On the next screen select the Contract number from the dropdown that needs to be modified, and then click the *Select Contract* button.



g) At this time the **MY MODIFICATIONS** page will be visible where you can create new Mods or work on saved ones or edit submitted ones.

> **Note:** If you are not an assigned Negotiator for a contract the following message will be seen and you will be asked to contact the Point of Contact (POC) of your company.

Our records show one or more contracts for this DUNS, for which you may or may not be an authorized negotiator. Please contact the Point of Contact (POC) of your company to be added as a negotiator. If you are the POC for your company or you do not know who the POC is in your company, please contact the contracting officer to be added to the list of negotiators. Both, the POC and Contracting Officer will need your name and email address as it appears on your digital certificate.

For additional information click here

| Contract Number | Authorized Negotiator? | POC Details | | | Contracting Officer Details | | |
|---|---|---|---|---|---|---|---|
| | | Name | Email | Phone | Name | Email | Phone |
| GS23F0066V | You are not an authorized negotiator on this contract | John Smith | j.smith@amc.com | 703-234-1211 | John Smith | j.smith@amc.com | 703-305-5510 |

## 3.2    Creating an eMod

To create a new Mod:

a)  Click the drop down box under **New Modifications** and select the appropriate contract number and click the *Select Contract* button.

MY MODIFICATIONS ::    ACME MANAGEMENT CONCEPTS INC

**New Modifications**

| Select Contract | Action |
|---|---|
| GS03F0001W | Select Contract |

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

| ID | Mod Actions | Contract | Last Update | Status | Actions | |
|---|---|---|---|---|---|---|
| 1YCMX1C4 | Selected Mod Actions | GS03F0001W | 2009-11-06 14:33:49.426 | Complete | Edit Mod | Delete Mod |

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

| ID | Mod Actions | Contract | Last Update | Status | Assigned To | Actions |
|---|---|---|---|---|---|---|
| Nothing found to display. | | | | | | |

b) The next screen will list the 8 primary modification types and the sub types within.

Select Modification Types

| Primary Types | Sub Types |
|---|---|
| Additions | ☑ Add Labor Category<br>☑ Add Product(s)<br>☑ Add SIN |
| Administrative | ☐ Contract Administrator/Point of Contact(POC)<br>☐ Authorized Negotiator<br>☐ Email Address Change<br>☐ Fax Change<br>☐ Point of Contacts for Manufacturers, Dealers, Resellers, Agents<br>☐ Telephone Change<br>☐ Incorporate Sub-Contracting Plan (SubK)<br>☐ Website Address Change |
| Cancellation Or Terminations | ☐ Cancel Contract |
| Deletions | ☐ Delete Labor Category<br>☐ Delete Product(s)<br>☐ Delete SIN |
| Legal | ☐ Change of Name Agreement<br>☐ Novation Agreement |
| Pricing | ☐ Temporary Price Reduction<br>☐ Economic Price Adjustments (EPA) with Commercial Price List (increase)<br>☐ Economic Price Adjustments (EPA) without Commercial Price List (increase)<br>☐ Permanent Price Reduction (Based on Most Favored Customer)<br>☐ Permanent Price Reduction (Industry Partner requested)<br>☐ Wage Determinations |
| Technical | ☐ Change in geographic coverage (scope)<br>☐ Part(s) Number Change<br>☐ Product Descriptive Change<br>☐ Service Descriptive Change |
| Terms And Conditions | ☐ American Recovery and Reinvestment Act(ARRA)<br>☐ Create/Manage Clause Exception(s)<br>☐ Disaster Recovery<br>☐ E-Verify<br>☐ Re-representation of Non-Novated Merger/Acquisition<br>☐ Re-representation of Business Size |

**Note:** The subcontracting Mod is only available if the contract requires a subcontracting plan.

Submit Online    Cancel

c) Select the modification Sub Type(s) that need to be created and click *Submit Online.* (For demonstration purpose all Sub Types within a Primary Type will be selected starting with the Additions).

d) The Corporate Information page will be displayed next. Review all the information and click *Save and Continue*. If something needs to be corrected click the *Sign out and Correct Errors in CCR* button.

**Prepare your modification:**

| | |
|---|---|
| ✔ | Corporate Information |
| ! | Additions |
| ✔ | Upload Documents |
| ! | Submit Request |
| ✔ Complete | ! Incomplete |

| | |
|---|---|
| **Company Name:** | Acme Management Concepts, Inc. |
| **Contract Number:** | GS07F0079W |
| **Modification Type:** | Add Labor Category<br>Add Product(s)<br>Add SIN |

**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<br>Service-Related Disabled Veteran Owned<br>S Corporation<br>Service Location<br>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 |

[ Sign Out and Correct Errors in CCR ]          [ Save and Continue ]

**Note:** Changes made in CCR will take 24 hours to appear in the eMod system but you may continue to work on your Mod.

e) Once you click **Save and Continue** a message saying "Information Saved" will be displayed.



**Note:** The menu on the left shows the section(s) competed and allows you to jump to any section

f) Click the Continue button to move forward with Additions.

## 3.3 Additions Modifications

There are 3 Addition sub-types (**Add Labor Category**, **Add Product(s)** and **Add SIN**) as depicted below:
   a) In the "**Actions**" column click on the Respond link where the "**Status**" is incomplete.



   b) On the next screen **Description for Add Labor Category** enter a detailed description in the Modification Request box and click **Save Description**.

c) In the "**Status**" column, this particular **Addition** will be shown as <u>Completed</u> and the "**Actions**" will change from <u>Respond</u> to <u>Edit</u>, indicating that further changes can be made.

The **Add Products** addition can be completed similarly by following steps (a) and (b).

A Special Item Number (SIN) is a number used on GSA contracts in order to identify the type of product or service to be used.

d) To **Add a SIN** click on the <u>Respond</u> link in the "**Actions**" column as shown on the previous screen.

e) Then select the SIN you want to add to your contract using the drop down. Click *Add SIN Details*.



h) On the next screen enter the Scope and answer the question relating to "State and Local" then click *Add This SIN*. Please note that multiple SINs may be added prior to submitting the Mod.

i)   Add additional SINs or click *Save Information*.



j)   Once all the Additions are complete the following screen will be displayed. Click *Save And Continue*.



k)   On the **Information Saved** screen click *Continue* and the application will proceed to the next Mod if any other Primary Types were selected. If not it will proceed to the Upload Documents section. To Upload Documents and submit your eMod please see **3.12 Uploading Documents & Submitting eMod**
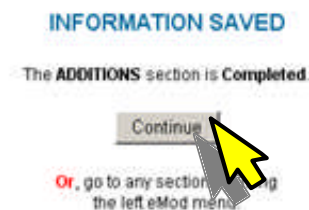
## 3.4    Administrative Modifications

There are 8 Sub Types available within the Administrative modifications as shown below. However the "Subcontracting" sub type is only visible if the Contract requires a subcontracting plan.

| Administrative | ☑ Contract Administrator/Point of Contact(POC)<br>☑ Authorized Negotiator<br>☑ Email Address Change<br>☑ Fax Change<br>☑ Point of Contacts for Manufacturers, Dealers, Resellers, Agents<br>☑ Telephone Change<br>☐ Incorporate Sub-Contracting Plan (SubK)<br>☑ Website Address Change |
|---|---|

a)   Select the Sub Type(s) to be modified and click **Submit Online** button at the bottom of the page (not shown here). All the sub types (except Sub-Contracting Plan) are selected in the above example.

b)   On the Corporate Information page click **Save and Continue** (not shown here) if everything is correct. Click **Continue** on the "Information Saved" message (not shown here).

c)   On the **Respond to Administrative** page click on the <u>Respond</u> link (under "**Actions**") against the Sub Type that you wish to modify.

**Prepare your modification:**

✔ Corproate Information
✔ Administrative
✔ Upload Documents
! Submit Request
✔ Complete   ! Incomplete

| Company Name: | Acme Management Concepts, Inc. |
|---|---|
| Contract Number: | GS07F0079W |
| Modification Type: | Contract Administrator/Point of Contact(POC)<br>Authorized Negotiator<br>Email Address Change<br>Fax Change<br>Manufactures, Dealers, Resellers, Agents<br>Telephone Change<br>Website Address Change |

**Respond to Administrative**

Respond to all of the terms and conditions.
You must respond to all the Administrative Modification Sub Types before you can save this section.

**Administrative**

\* Required

| Template Name | Status | Actions |
|---|---|---|
| \* Contract Administrator/Point of Contact(POC) | Incomplete | Respond |
| \* Authorized Negotiator | Completed | Edit |
| \* Email Address Change | Incomplete | Respond |
| \* Fax Change | Incomplete | Respond |
| \* Manufactures, Dealers, Resellers, Agents | Incomplete | Respond |
| \* Telephone Change | Incomplete | Respond |
| \* Website Address Change | Incomplete | Respond |

d)   If the "Contract Administrator Point of Contact (POC)" is selected the following screen will display with only the **Point of Contact** field editable (all the others will be grayed out). Modify the **Point of Contact** and click **Save This Information** button.

e) On the main page of the **Administrative**, changes you will notice that the "**Status**" will show as Completed and the "**Action**" will change to Edit.



f) Next go to the **Authorized Negotiator** to make the desired changes. Click on Edit in the "**Actions**" column.

g)  Under **Negotiator(s) Details** section you have the ability to <u>delete</u> an existing Negotiator or <u>edit</u> their information. To add a new negotiator click **Add New Negotiator**.



h)  Fill in the required information, select the role and click **Add This Negotiator**. Once you are done with Negotiators click the **Back to Administrative** button to go back to the **Respond to Administrative** screen.

i)   Repeat steps (c) and (d) to do Email Address, Fax, Telephone and Website Address modifications.

j)   To complete the "Point of Contacts for Manufacturers, Dealers, Resellers, Agents" mod click on the Respond link (under "**Actions**" column)

**Administrative**

\* Required

| Template Name | Status | Actions |
|---|---|---|
| \* Contract Administrator/Point of Contact(POC) | Incomplete | Respond |
| \* Authorized Negotiator | Completed | Edit |
| \* Email Address Change | Incomplete | Respond |
| \* Fax Change | Incomplete | Respond |
| \* Point of Contacts for Manufacturers, Dealers, Resellers, Agents | Incomplete | Respond |
| \* Telephone Change | Incomplete | Resp |
| \* Website Address Change | Incomplete | Resp |

k)   A text box to enter a detailed description of the modification request will appear. The description is optional. The default response is "N/A"

**Description For Point of Contacts for Manufacturers, Dealers, Resellers, Agents**

Contract Begin Date : 2008-08-15

Please enter a detailed description of the Modification Request.

```
N/A
```

[ Back To Administrative ]          [ Save Description ]

l)   Click *Save Description.* The status will change to "Completed". The response can be changed by clicking the "Edit" under the "**Actions**" column.

> **Note:** This mod type requires uploading a document (POC Attachment) containing the information pertaining to Manufacturers, Dealers, Resellers and Agents. Upload this document in the "Upload Documents" step.

m) Once responses to all the Mod sub types are completed it will be indicated under the "**Status**" column. Click *Save and Continue*.

**Respond to Administrative**

Respond to all of the terms and conditions.
You must respond to all the Administrative Modification Sub Types before you can save this section.

**Administrative**

\* Required

| Template Name | Status | Actions |
|---|---|---|
| \* Contract Administrator/Point of Contact(POC) | Completed | Edit |
| \* Authorized Negotiator | Completed | Edit |
| \* Email Address Change | Completed | Edit |
| \* Fax Change | Completed | Edit |
| \* Manufactures, Dealers, Resellers, Agents | Completed | Edit |
| \* Telephone Change | Completed | Edit |
| \* Website Address Change | Completed | Edit |

Save And Continue

n) A message indicating information has been saved will appear. Click **Continue** to proceed to the next step.

**INFORMATION SAVED**

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

Continue

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

o) The **Upload Documents** screen will appear. For instructions to upload documents and submit your eMod please see **3.12 Uploading Documents & Submitting eMod**

p) Once the Mod is submitted the status will be shown on the **My Modifications** page under **Submitted Modifications**. It will also show the assigned Contracting Officer.

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

| ID | Mod Actions | Contract | Last Update | Status | Assigned To | Actions | |
|---|---|---|---|---|---|---|---|
| WMEM2V5B | Selected Mod Actions | GS07F0079W | 2010-03-30 14:20:00.196 | Withdrawn | Ricky Lake | View Mod | |
| 6LMXHY77 | Selected Mod Actions | GS07F0079W | 2010-04-01 13:58:11.983 | Actions Pending | Jay Beam | Edit Mod | Withdraw Mod |
| XPTOKL9V | Selected Mod Actions | GS07F0079W | 2010-04-01 16:01:08.47 | In Progress | Jackie June | Edit Mod | Withdraw Mod |

**Note:** Administrative modifications fall under the category known as "Rapid Action Modifications". This means that a contractor can submit an Administrative Modification Request and the Contracting Officer can approve it without having to go through the Signature Process.

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

| ID | Mod Actions | Contract | Last Update | Status | Assigned To | Actions | |
|---|---|---|---|---|---|---|---|
| WMEM2V5B | Selected Mod Actions | GS07F0079W | 2010-03-30 14:20:00.196 | Withdrawn | Ricky Lake | View Mod | |
| 6LMXHY77 | Selected Mod Actions | GS07F0079W | 2010-04-01 13:58:11.983 | Actions Pending | Jay Beam | Edit Mod | Withdraw Mod |
| XPTOKL9V | Selected Mod Actions | GS07F0079W | 2010-04-01 16:01:08.17 | Approved | Jackie Jone | View Mod | |

r)   In addition the Contractor will receive a notification via email with a copy of the SF-30 attached.

**fss.online@gsa.gov**
04/05/2010 02:11 PM

To    J.Andrews@amc.com
cc
Subject    Notification for RAM Contract Mod AWARDED: <Contract #GS07F0079W>

This is to notify you that the Rapid Action Modification (RAM) Contract Modification eModId XPTOKL9V, Contract: GS07F0079W  has been awarded to the contract. Attached you will find a copy of the SF-30.

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

## 3.5   Subcontracting Modification

A Subcontracting Plan is required on a Contract under certain situations. Federal Acquisition Regulation (FAR) requires a subcontracting plan from a Contractor classified as "Other than Small Business" when the actual sales of a contract exceed the $650,000 threshold (for contracts awarded on or after October 1, 2010) or the $550,000 threshold (for contracts awarded prior to October 1, 2010). In such a case an informational message will appear on the 'MY MODIFICATIONS' page as shown below.

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

eOffer/eMod

MY MODIFICATIONS ::             Acme Management Concepts, Inc.

It has been determined that the following contracts require a Sub-Contracting plan: GS07F0015X. Please complete and submit the Incorporate Sub-Contracting Plan (SubK) mod type.

New Modific...
Select Contract

GS07F0015X        Select Contract

**Saved Modifications**
Click on the ID to view the event log for a Contract Modification

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

**Submitted Modifications**
Click on the ID to view the event log for a Contract Modification

| ID | Mod Actions | Contract | Last Update | Status | Assigned To | Actions |
|---|---|---|---|---|---|---|
| Nothing found to display. | | | | | | |

a)   Create a subcontracting Mod by selecting the Contract and click **Select Contract.**

b)  Select the sub type "Incorporate Sub-Contracting Plan (SubK)" and click the **Submit Online** button at the bottom of the page (not shown here).

It has been determined that this contract requires a Sub-Contracting plan. Please complete and submit the Incorporate Sub-Contracting Plan (SubK) mod type.

**Select Modification Types**

| Primary Types | Sub Types |
|---|---|
| Additions | ☐ Add Labor Category<br>☐ Add Product(s)<br>☐ Add SIN |
| Administrative | ☐ Contract Administrator/Point of Contact(POC)<br>☐ Authorized Negotiator<br>☐ Email Address Change<br>☐ Fax Change<br>☐ Point of Contacts for Manufacturers, Dealers, Resellers, Agents<br>☐ Telephone Change<br>☑ Incorporate Sub-Contracting Plan (SubK)<br>☐ Website Address Change |

c)  On the Corporate Information page click **Save and Continue** (not shown here) if everything is correct. Click **Continue** on the 'Information Saved' message (not shown here).

d)  Select the Subcontracting plan Type (Individual, Commercial or Master) and enter the Expiration Date. Click **Save and Continue.**

**Prepare your modification:**

| | |
|---|---|
| ✔ | Corporate Information |
| ✔ | Administrative |
| ❗ | Upload Documents |
| ❗ | Submit Request |

✔ Complete  ❗ Incomplete

| Company Name: | Acme Management Concepts, Inc. |
|---|---|
| Contract Number: | GS07F0015X |
| Modification Type: | Incorporate Sub-Contracting Plan (SubK) |

**Administrative**

Subcontracting Plan
Contract End Date: 2015-11-10
Type: Individual
Expiration Date: June 2012

Save & Continue

e)  On the Information Saved message. Click **Continue.**

**INFORMATION SAVED**

The ADMINISTRATIVE section is Completed.

Continue

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

f) The **Upload Documents** page will be displayed indicating the required documents for submitting this modification. Download the Subcontracting Plan Template by clicking the link provided.

**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 **100.0 MB** can be uploaded.

**Documents**

* Required

| Type | Name | Status | Actions |
|---|---|---|---|
| * Subcontracting Correspondence<br>View/Download Subcontracting Plan Template | | Not Uploaded | Upload |
| Vendor Defined | | Not Uploaded | Upload |

Save and Continue

g) Open the document to complete the Template or save it to your local drive to be completed later.

**File Download**

Do you want to open or save this file?

Name: SubkPlan_Model_Template.doc

Type: Microsoft Office Word 97 - 2003 Document, 167KB

From: eoffer-test2.fas.gsa.gov

Open     Save     Cancel

☑ Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

h) Once the Subcontracting Plan Template is completed, upload it against the "Subcontracting Correspondence" Type.

i) For detailed instructions on how to upload documents and submit your eMod please see **3.12 Uploading Documents & Submitting eMod.**

## 3.6    Cancellation/Terminations Modifications

The Cancellation modification Mod provides the Contractor the ability to cancel an existing contract. In the Cancellation/Terminations Modification there is only one Sub Type.

a)   Select the Cancel Contract and click the *Submit Online* button at the bottom of the page (not shown here).

### Select Modification Types

| Primary Types | Sub Types |
|---|---|
| Additions | ☐ Add Labor Category<br>☐ Add Product(s)<br>☐ Add SIN |
| Administrative | ☐ Contract Administrator/Point of Contact(POC)<br>☐ Authorized Negotiator<br>☐ Email Address Change<br>☐ Fax Change<br>☐ Point of Contacts for Manufacturers, Dealers, Resellers, Agents<br>☐ Telephone Change<br>☐ Website Address Change |
| CancellationorTerminations | ☑ Cancel Contract |

**Note:** The 'Cancel Contract' cannot be combined with any other mod sub type.

b)   The **Corporate Information** page will appear (not shown here). Click *Save and Continue* if no changes are to be made.

c)   On the **Information Saved** screen (not shown) click *Continue.*

d)   The Description for Cancel Contract is required. Enter the description and click *Save and Continue.*

### Description For Cancel Contract

Contract Begin Date : 2008-08-15

**Instructions:**

Using the text box below, enter a reason for canceling your contract. The cancellation will take effect thirty (30) calendar days after your contracting officer has processed the modification. You will be notified by e-mail at that time. Submitting this modification will cancel your contract effective 30 days after the modification is approved by your contracting officer. You may rescind this cancellation at any time during the 30 days. After the 30 days, your contract will be cancelled and you will be unable to rescind this cancellation.

*Please enter a detailed description of the Modification Request.

We need to cancel the Contract (GS12F3456U)...

Save And Continue

e) The Information Saved message will appear indicating that the "Cancellation or Terminations" section is complete. Click *Continue.*

**INFORMATION SAVED**

The CANCELLATIONORTERMINATIONS section is **Completed**.

Continue

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

f) This will bring up the **Upload Documents** page. For instructions to upload documents and submit the eMod please see **3.12 Uploading Documents & Submitting eMod**

## 3.7    Deletion Modifications

In the Deletion Modifications there are 3 Sub Types as shown in the screen shot below.



a)  Select the Deletion(s) you need and click the **Submit Online** button.

b) The **Corporate Information** page will show up. Click *Save and Continue* if no changes are to be made.

| Prepare your modification: | | |
|---|---|---|
| ✓ Corporate Information | | |
| [!] Deletions | | |
| ✓ Upload Documents | | |
| [!] Submit Request | | |
| ✓ Complete [!] Incomplete | | |

| Company Name: | Acme Management Concepts, Inc. |
|---|---|
| Contract Number: | GS07F0079W |
| Modification Type: | Delete Labor Category<br>Delete Product(s)<br>Delete SIN |

**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<br>Service-Related Disabled Veteran Owned<br>S Corporation<br>Service Location<br>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 |

| Sign Out and Correct Errors in CCR | Save and Continue |
|---|---|

c) On the **Information Saved** screen (not shown here) click *Continue*.

d) To delete a labor category click on the <u>Respond</u> link under the "**Actions**" on the **Delete Labor Category** line.

**Respond to Deletions**

Respond to all of the terms and conditions.
You must respond to all the Deletions Modification Sub Types before you can save this section.

**Deletions**

* Required

| Template Name | Status | Actions |
|---|---|---|
| * Delete Labor Category | Incomplete | Respond |
| * Delete Product(s) | Incomplete | Respond |
| * Delete SIN | Incomplete | Respond |

e) In the text box that appears, enter a detailed description of the modification request and click *Save Description*.

**Description For Delete Labor Category**

Contract Begin Date : 2009-11-03

*Please enter a detailed description of the Modification Request.

[ text box ]

[ Back To Deletions ]          [ Save Description ]

f) To delete the **Product(s)** repeat steps (d) and (e) described above.

g) To delete the **SIN**, click on the <u>Respond</u> link next to it under the "**Actions**" column. The following screen will appear. Enter the "**Termination Date**" and check the *Action* checkbox. click the *Save Information* button.

**DELETE SIN(s)**

**You must delete at least one SIN.**

| SIN | Title | Control Number | Index NO | Termination Date | Action |
|---|---|---|---|---|---|
| 58 3 | Television Cameras, Color or Monochrome, Including Spare and Repair Parts & Accessories | 200930710754 | | December 28 2009 | ☑ |
| 219 4 | Television for Hospital, Hotel, Motel (EFFECTIVE 4/1/03) | 200930710755 | | MM DD YYYY | ☐ |

[ Save Information ]

h)   The summary of **Deletions** completed will appear as shown below. Click *Save and Continue*.

**Respond to Deletions**

Respond to all of the terms and conditions.
You must respond to all the Deletions Modification Sub Types before you can save this section.

**Deletions**

* Required

| Template Name | Status | Actions |
|---|---|---|
| * Delete Labor Category | Completed | Edit |
| * Delete Product(s) | Completed | Edit |
| * Delete SIN | Completed | Edit  |  Delete |

[Save And Continue]

i)   The **Information Saved** message will be seen (not shown here). Click *Continue*.

j)   This will bring up the **Upload Documents** page. For instructions to upload documents and submit your eMod please see **3.12 Uploading Documents & Submitting eMod**

> **Note:** Deletion modifications fall under the category known as "Rapid Action Modifications". This means that a contractor can submit a Deletion Modification request and the Contracting Officer can approve it without having to go through the signature process.

## 3.8    Legal Modifications

### 3.8.1    Change of Name Agreement Modification

To do a "Change of Name Agreement" modification, please follow these steps:

a)  Select the "Change of Name Agreement" Mod sub type and click Submit Online at the bottom of the page (not shown here).

| Legal | ☑ Change of Name Agreement<br>☐ Novation Agreement |
|---|---|

b)  The **Corporate Information** screen will appear (not shown here). If all the information is correct click *Save and Continue*. Click *Continue* on the Information Saved screen (not shown here).

c)  On the next screen enter the description (optional) for "Change of Name Agreement". The default is "N/A".

**Description For Change of Name Agreement**

Contract Begin Date : 2010-03-25

**Instructions:**

If only a change of the contractor's name is involved and the Government's and contractor's rights and obligations remain unaffected, the parties shall execute an agreement to reflect the name change. The contractor shall forward to the responsible contracting officer three signed copies of the Change-of-Name Agreement, and one copy each of the following:

1. The document effecting the name change, authenticated by a proper official of the State having jurisdiction.
2. The opinion of the contractor's legal counsel stating that the change of name was properly effected under applicable law and showing the effective date.
3. A list of all affected contracts and purchase orders remaining unsettled between the contractor and the Government, showing for each the contract number and type, and name and address of the contracting office. The contracting officer may request the total dollar value as amended and the remaining unpaid balance for each contract.

To upload documents, click here

Please enter a detailed description of the Modification Request.

N/A

Save And Continue

d)  Click *Save and Continue*.

**INFORMATION SAVED**

The **LEGAL** section is **Completed**.

Continue

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

e) Click *Continue* on the Information Saved screen which indicates that the Legal section is complete.

f) The **Upload Documents** page will appear. Note the list of documents required for a "Change of Name Agreement" modification.

**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 **100.0 MB** can be uploaded.

**Documents**

**Documents**

* Required

| Type | Name | Status | Actions |
|------|------|--------|---------|
| Affected contracts and/or orders | | Not Uploaded | Upload |
| * Amended Total Dollar Value - Change of Name | | Not Uploaded | Upload |
| * Change of name FAR requirements | | Not Uploaded | Upload |
| * Document of name change authenticated by State | | Not Uploaded | Upload |
| * Legal opinion - change of name | | Not Uploaded | Upload |
| Vendor | | Not Uploaded | Upload |

Save and Continue

g) For instructions to upload documents and submit the eMod, please see **3.12 Uploading Documents & Submitting eMod.**

### 3.8.2   Novation Agreement Modification

To do a "Novation Agreement" modification, please follow these steps:

a)  Select the "Novation Agreement" Mod sub type and click **Submit Online** button at the bottom of the page (not shown here).

| Legal | ☐ Change of Name Agreement |
|-------|----------------------------|
|       | ☑ Novation Agreement |

b)  The Corporate Information screen will appear (not shown here). If all the information is correct click **Save and Continue**. Click **Continue** on the **Information Saved** screen (not shown here).

c)  On the next screen answer the Novation question and each of the subsequent questions. Your answers will determine what documents are required to upload and submit the Mod.

### Novations

Do you have contracts with any other federal agency or agencies?  ○ Yes  ○ No

d)  Here is an example of one particular scenario

### Novations

Do you have contracts with any other federal agency or agencies?  ⊙ Yes  ○ No
Have you novated with any other federal agency?  ○ Yes  ⊙ No
Do you have multiple GSA Contracts?  ⊙ Yes  ○ No
Is this the first contract that you are novating with GSA?  ⊙ Yes  ○ No

[ Save and Continue ]

e)  Click **Save and Continue**.

f) The **Description for Novation Agreement** page will appear as shown below. The description is optional. The default value is "N/A". Enter the description if needed and click *Save Description*.

## Description For Novation Agreement

Contract Begin Date : 2010-03-25

**Instructions:** Per FAR Part 42.12, in order to perform a Novation or name change, requires that the following documents be uploaded.

- A copy of the Novation form found here, filled out as instructed: https://www.acquisition.gov/far/current/html/Subpart%2042_12.html#wp1084217
- Certificate confirming the change, signed by the state of incorporations' secretary of state.
- Evidence of the transfer (ex. bill of sale, certificate of merger, contract, deed, agreement or court decree…)
- Certified copy of each party's board of directors authorizing the transfer of assets.
- Certified copy of the minutes of each corporate party's stakeholder meeting necessary to prove transfer of assets.
- Authenticated copy of the transferee's certificate of incorporation if a corporation was founded to receive the assets.
- Balance sheets of the transferor and transferee as of the dates immediately before the transfer of assets, and audited by independent accountants.
- Evidence that any security clearance requirements have been met.
- The consent of sureties on all contracts listed under paragraph E2 if bonds are required or statement from the transferor that none are required.
- The opinion of legal counsel for the transferor and transferee stating that the transfer was properly effected under applicable law and the effective date of transfer.

To upload documents, click here

Please enter a detailed description of the Modification Request.

```
N/A
```

[ Back To Legal ]                                    [ Save Description ]

g) Once done with the description click *Save Description*

h) Click *Continue* on the **Information Saved** screen which indicates that the Legal section is complete.

## INFORMATION SAVED

The **LEGAL** section is **Completed**.

[ Continue ]

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

i) Upload the required documents

**Documents**

* Required

| Type | Name | Status | Actions |
|------|------|--------|---------|
| * Balance sheets | | Not Uploaded | Upload |
| Certificate of Incorporation | | Not Uploaded | Upload |
| * Consent of sureties | | Not Uploaded | Upload |
| * Evidence of security clearance(s) | | Not Uploaded | Upload |
| * Evidence of transfer | | Not Uploaded | Upload |
| * Legal opinion - novation | | Not Uploaded | Upload |
| * Name Change Agreement | | Not Uploaded | Upload |
| SF 30 | | Not Uploaded | Upload |
| * Stakeholder meeting minutes | | Not Uploaded | Upload |
| Vendor Defined | | Not Uploaded | Upload |

Save and Continue

j) For instructions to upload documents and submit the eMod, please see **3.12 Uploading Documents & Submitting eMod.**

## 3.9    Pricing Modifications

In the Pricing Modifications there are 6 Sub Types as shown in the screen shot below.

| Pricing | ☐ Temporary Price Reduction |
| --- | --- |
| | ☐ Economic Price Adjustments (EPA) with Commercial Price List (increase) |
| | ☐ Economic Price Adjustments (EPA) without Commercial Price List (increase) |
| | ☐ Permanent Price Reduction (Based on Most Favored Customer) |
| | ☐ Permanent Price Reduction (Industry Partner requested) |
| | ☐ Wage Determinations |

The following rules apply to the pricing modifications;

- Both Temporary and Permanent Price Reduction cannot be selected at the same time.

- If Permanent Price Reduction is selected the vendor must select either (A) Permanent price reduction (based on most favored customer) or (B) Permanent Price Reduction (industry partner requested).

- Similarly both Economic Price Adjustments cannot be selected at the same time. The vendor must select either (A) Economic Price Adjustments (EPA) <u>with</u> commercial price list (increase) or (B) Economic Price Adjustments (EPA) <u>without</u> commercial price list (increase).

If any of the afore-mentioned rules are violated the following error message will be displayed.

Error:   You must select only ONE of these following
- Permanent Price Reduction (Based on Most Favored Customer)
- Permanent Price Reduction (Industry Partner requested)
- Temporary Price Reduction

Error:   You must select only ONE of these following
- Economic Price Adjustments (EPA) with Commercial Price List (increase)
- Economic Price Adjustments (EPA) without Commercial Price List (increase)

a) Select the Sub Type(s) needed by checking the box and click **Submit Online**. The following (✔) have been chosen for demonstration purposes.

| Pricing | ☐ Temporary Price Reduction<br>☑ Economic Price Adjustments (EPA) with Commercial Price List (increase)<br>☐ Economic Price Adjustments (EPA) without Commercial Price List (increase)<br>☑ Permanent Price Reduction (Based on Most Favored Customer)<br>☐ Permanent Price Reduction (Industry Partner-requested)<br>☑ Wage Determinations |
|---|---|
| Technical | ☐ Change in geographic coverage (scope)<br>☐ Part(s) Number Change<br>☐ Product Descriptive Change<br>☐ Service Descriptive Change |
| Terms And Conditions | ☐ American Recovery and Reinvestment Act(ARRA)<br>☐ Create/Manage Clause Exception(s)<br>☐ Disaster Recovery<br>☐ E-Verify<br>☐ Re-representation of Non-Novated Merger/Acquisition<br>☐ Re-representation of Business Size |

Submit Online     Cancel

b) The **Corporate Information** screen will appear (not shown here). If all the information is correct click **Save and Continue**. Click **Continue** on the **Information Saved** screen (not shown here).

c) On the **Respond to Pricing** page click the Respond links under the "**Actions**" column to respond to all the Pricing Modifications Sub Types.

## Respond to Pricing

Respond to all of the terms and conditions.
You must respond to all the Pricing Modification Sub Types before you can save this section.

## Pricing

* Required

| Template Name | Status | Actions |
|---|---|---|
| * Economic Price Adjustments (EPA) with Commercial Price List (increase) | Incomplete | Respond |
| * Permanent Price Reduction (Based on Most Favored Customer) | Incomplete | Respond |
| * Wage Determinations | Incomplete | Respond |

d) Once you click on the <u>Respond</u> link the **Description** screen will be displayed. Complete the details and click *Save Description*.

## Description For Economic Price Adjustments (EPA) with Commercial Price List (increase)

Contract Begin Date : 2010-03-25

Date of Last EPA Completed: April ▼ 01 ▼ 2010 ▼

Percentage: 2

*Please enter a detailed description of the Modification Request.

This is a test.

[ Back To Pricing ]                                    [ Save Description ]

e) The application will return back to the **Respond to Pricing** page. You will notice the "**Status**" of EPA with Commercial Price List (increase) as <u>Completed</u> with an option to <u>Edit</u>.

## Respond to Pricing

Respond to all of the terms and conditions.
You must respond to all the Pricing Modification Sub Types before you can save this section.

## Pricing

* Required

| Template Name | Status | Actions |
|---|---|---|
| * Economic Price Adjustments (EPA) with Commercial Price List (increase) | Completed | Edit |
| * Permanent Price Reduction (Based on Most Favored Customer) | Incomplete | Respond |
| * Wage Determinations | Incomplete | Respond |

f) Respond to the "Permanent Price Reduction (based on Most Favored Customer)" by following steps (c) and (d).

g) Continue to the **Description for Wage Determinations** and enter the description in the text box and click *Save Description*.

**Description For Wage Determinations**

Contract Begin Date : 2010-03-25

*Please enter a detailed description of the Modification Request.

> This is a test.

[Back To Pricing]  [Save Description]

h) Once all the Pricing Modifications are complete the status on each will show as <u>Completed</u> as shown below. Click *Save and Continue*.

**Respond to Pricing**

Respond to all of the terms and conditions.
You must respond to all the Pricing Modification Sub Types before you can save this section.

**Pricing**

* Required

| Template Name | Status | Actions |
|---|---|---|
| * Economic Price Adjustments (EPA) with Commercial Price List (increase) | Completed | Edit |
| * Permanent Price Reduction (Based on Most Favored Customer) | Completed | Edit |
| * Wage Determinations | Completed | Edit |

[Save And Continue]

i) Click on *Continue* on the **Information Saved** screen indicating that the Pricing section is completed.



j) The **Upload Documents** screen will be displayed. For instructions to upload documents and submit the eMod, please see **3.12 Uploading Documents & Submitting eMod.**

## 3.10 Technical Modifications

In the Technical Modifications there are 4 Sub Types.



a)  Select the needed modification sub-type(s) and click **Submit Online**. All 4 are selected here for demonstration purposes.

b)  Next the **Corporate Information** page will show up (not shown here). Click **Save and Continue** if the information is correct. Click **Continue** on the **Information Saved** screen (not shown here).

c)  On the **Respond to Technical** screen click on the Respond link(s) under the "**Actions**" column.

### Respond to Technical

Respond to all of the terms and conditions.
You must respond to all the Technical Modification Sub Types before you can save this section.

### Technical

* Required

| Template Name | Status | Actions |
|---|---|---|
| * Change in geographic coverage (scope) | Incomplete | Respond |
| * Part(s) Number Change | Incomplete | Respond |
| * Product Descriptive Change | Incomplete | Respond |
| * Service Descriptive Change | Incomplete | Respond |

d) On the next screen, enter the description of the Modification Request and click *Save Description*.

**Description For Change in geographic coverage (scope)**
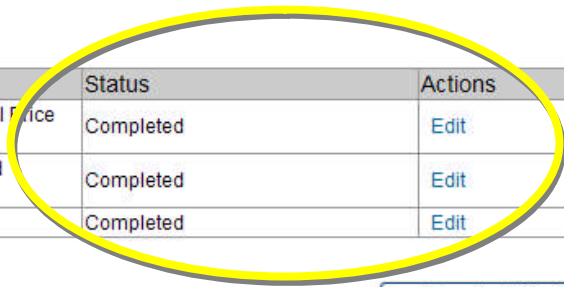
Contract Begin Date : 2010-03-25
*Please enter a detailed description of the Modification Request.

> This is a test.

[ Back To Technical ]                                                    [ Save Description ]

e) The application will return to the **Respond to Technical** screen and the status of the respond will change to Completed. In addition the option to Edit will be displayed.

**Respond to Technical**
Respond to all of the terms and conditions.
You must respond to all the Technical Modification Sub Types before you can save this section.

**Technical**
* Required

| Template Name | Status | Actions |
|---|---|---|
| * Change in geographic coverage (scope) | Completed | Edit |
| * Part(s) Number Change | Incomplete | Respond |
| * Product Descriptive Change | Incomplete | Respond |
| * Service Descriptive Change | Incomplete | Respond |

f) Complete other Responses by repeating steps (c) and (d). Once the **Technical** modifications have been completed click *Save And Continue*.

g) An **Information Saved** message will be displayed (not shown here) indicating that the **Technical** section is Completed. Click *Continue*.

h) The **Upload Documents** screen will be displayed. For instructions to upload documents and submit the eMod please see **3.12 Uploading Documents & Submitting eMod.**

### 3.11 Terms and Conditions Modifications

There are 6 Sub Types available within the Terms & Conditions Modification Types.

Terms And Conditions
- ☑ American Recovery and Reinvestment Act(ARRA)
- ☑ Create/Manage Clause Exception(s)
- ☑ Disaster Recovery
- ☑ E-Verify
- ☐ Re-representation of Non-Novated Merger/Acquisition
- ☐ Re-representation of Business Size

**Note:** The "Re-representation of Non-Novated Merger/Acquisition" or the "Re-representation of Business Size" cannot be combined with any other mod sub type.

[ Submit Online ]    [ Cancel ]

a) Check the needed Sub Type(s) and click **Submit Online**. The first 4 are selected for demonstration purposes.

b) Click **Save and Continue** on the **Corporate Information** page (not shown here). If all the information is correct click **Continue** on the **Information Saved** message (not shown here).

c) The **Respond to Terms and Conditions** page is displayed. You can respond by clicking on the Respond link under the "**Actions**" column.

**Respond to Terms And Conditions**

Respond to all of the terms and conditions.
You must respond to all the Terms And Conditions Modification Sub Types before you can save this section.

**Terms And Conditions**

* Required

| Template Name | Status | Actions |
|---|---|---|
| * American Recovery and Reinvestment Act(ARRA) | Incomplete | Respond |
| * Create/Manage Clause Exception(s) | Incomplete | Respond |
| * Disaster Recovery | Incomplete | Respond |
| * E-Verify | Incomplete | Respond |

d) If you click on the Respond link corresponding to ARRA the following screen will be displayed.

**Respond to American Recovery And Reinvestment Act 2009**

Do you accept all the clauses as mentioned in the 'American Recovery and Reinvestment Act as of 2009' (ARRA)?

◉ Yes ○ No

[ Back To TermsandConditions ]    [ Save This Information ]

e) Select your response **Yes** or **No** and click **Save This Information**.

f)  The application will revert back to the **Respond to Terms And Conditions** page as shown below with the status of ARRA Subtype showing as <u>Completed</u> along with the <u>Edit</u> option.

**Respond to Terms And Conditions**

Respond to all of the terms and conditions.
You must respond to all the Terms And Conditions  Modification Sub Types before you can save this section.

**Terms And Conditions**

* Required

| Template Name | Status | Actions |
|---|---|---|
| * American Recovery and Reinvestment Act(ARRA) | Completed | Edit |
| * Create/Manage Clause Exception(s) | Incomplete | Respond |
| * Disaster Recovery | Incomplete | Respond |
| * E-Verify | Incomplete | Respond |

g)  Click the <u>Respond</u> link corresponding to "Create/Manage Clause Exception(s)". On the next screen you have the ability to drop an existing approved exception or take a new contract clause exception(s) from the available list.

**Approved List of contract clauses for which exceptions are taken**

| Clause Number | Title | Action |
|---|---|---|
| 52.202-1 | DEFINITIONS (JUL 2004) | Drop |
| 52.203-3 | GRATUITIES (APR 1984) | Drop |
| 52.204-4 | PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (JULY 2008) | Drop |

[ Back to Terms and Conditions ]

**Available list of contract clauses for taking exception(s)**     [ Select Regulation(s) ]

| Select | Clause Number | Title | Action |
|---|---|---|---|
| ☐ | 52.203-13 | CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (DEC 2008) | |
| ☐ | 52.203-15 | WHISTLEBLOWER PROTECTIONS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (MAR 2009) | |
| ☐ | 52.203-3 | GRATUITIES (APR 1984) Tailored IV 04/01/1984 | |
| ☐ | 52.203-6 | RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I -- OCT 1995) | |
| ☐ | 52.203-6 | 52.203-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I -- OCT 1995) DEVIATED | |
| ☐ | 52.204-11 | AMERICAN RECOVERY AND REINVESTMENT ACT-REPORTING REQUIREMENTS (MAR 2009) | |
| ☐ | 52.209-1 | QUALIFICATION REQUIREMENTS (MAR 1996) | |
| ☐ | 52.209-6 | PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR... | |

h)  To drop an existing approved exception click on the <u>Drop</u> link corresponding to that particular clause in the "**Action**" column.

i)   On this screen enter your explanation in the "Exception Text" text box and click *Drop Exception*.

**Note:** that the Approved Exception Text is non-editable.

Exception Text to the regulation  52.202-1 ( Original )

Approved Exception Text:                                                                          PCO Approval Comment

This is a test                                                                                  These are fine.

If approved, the information provided in this screen will appear on eLibrary for buyer(s) to view
Exception Text:

We are dropping this exception

[ Back to List ]   [ Drop Exception ]

j)  The application will go back to the Clause Exceptions list as shown below. If you need to cancel the previous action, click on the <u>Cancel Drop</u> link in the "**Action**" column as shown below.

### Approved List of contract clauses for which exceptions are taken

\* Regulation Marked For Removal

| | Clause Number | Title | Action |
|---|---|---|---|
| \* | 52.202-1 | DEFINITIONS (JUL 2004) | Cancel Drop |
| | 52.203-3 | GRATUITIES (APR 1984) | Drop |
| | 52.204-4 | PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (JULY 2008) | Drop |

[ Back to Terms and Conditions ]

### Available list of contract clauses for taking exception(s)

[ Select Regulation(s) ]

| Select | Clause Number | Title | Act |
|---|---|---|---|
| ☐ | 52.203-13 | CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (DEC 2008) | |
| ☐ | 52.203-15 | WHISTLEBLOWER PROTECTIONS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (MAR 2009) | |
| ☐ | 52.203-3 | GRATUITIES (APR 1984) Tailored IV 04/01/1984 | |
| ☑ | 52.203-6 | RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I -- OCT 1995) | |
| ☐ | 52.203-6 | 52.203-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I -- OCT 1995) DEVIATED | |
| ☐ | 52.204-11 | AMERICAN RECOVERY AND REINVESTMENT ACT-REPORTING REQUIREMENTS (MAR 2009) | |
| ☐ | 52.209-1 | QUALIFICATION REQUIREMENTS (MAR 1996) | |
| ☐ | 52.209-6 | PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (SEP 2006) | |
| ☐ | 52.212-4 | CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION II -- MAR 2007) | |

k)  In addition you have the ability to take a new contract clause exception(s) by selecting a clause number and clicking the **Select Regulation(s)** button.

l) On the next screen some Instructions and two text boxes are displayed.

**Exception Text to the regulation 52.207-5 ( Original )**

**Instructions:**
1. Review the clause language for any points you may wish to take exception to.
2. Highlight and Copy (Ctrl + C) text which you wish to take exception to.
3. Paste (Ctrl + V) the text you want to change into the "Excerpt From Clause" box.
   a. You may also use the "Exception Text" box to ADD text, without copying a sentence
4. Press "Ready To Edit". You can now make your changes in the "Exception Text" box
5. When you are finished making edits, press "Save Exception Text"

Note: this will be most effective if you copy a full sentence or paragraph so as to establish context

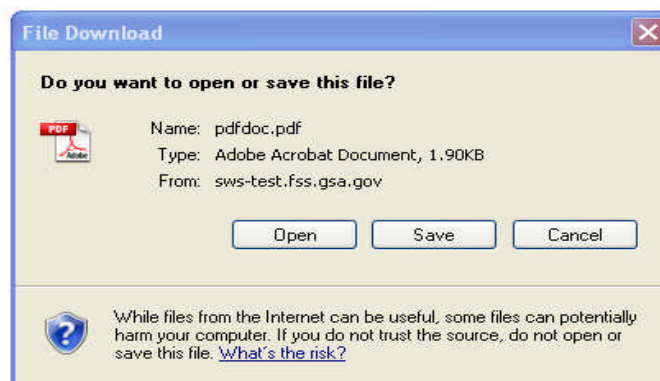**Excerpt From Clause:**

[ Ready to Edit ]

If approved, the information provided in this screen will appear on eLibrary for buyer(s) to view
**Exception Text:**

[ Back to List ] [ Save Exception Text ] [ Continue To Next ]

m) First click on the regulation link and open (or save) the pdf document.

**Exception Text to the regulation 52.203-6 ( Alternate 1 )**

**File Download**

Do you want to open or save this file?

Name: pdfdoc.pdf
Type: Adobe Acrobat Document, 1.90KB
From: sws-test.fss.gsa.gov

[ Open ] [ Save ] [ Cancel ]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

**52.203-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I—OCT 1995)** 3.503-2

(a) Except as provided in (b) below, the Contractor shall not enter into any agreement with an actual or prospective subcontractor, nor otherwise act in any manner, which has or may have the effect of restricting sales by such subcontractors directly to the Government of any item or process (including computer software) made or furnished by the subcontractor under this contract or under any follow-on production contract.

(b) The prohibition in paragraph (a) of this clause does not preclude the Contractor from asserting rights that are otherwise authorized by law or regulation. For acquisitions of commercial items, the prohibition in paragraph (a) applies only to the extent that any agreement restricting sales by subcontractors results in the Federal Government being treated differently from any other prospective purchaser for the sale of the commercial item(s).

(c) The Contractor agrees to incorporate the substance of this clause, including this paragraph (c), in all subcontracts under this contract which exceed $100,000

n) Review the clause language for any points you may wish to take exception to, highlight and copy that part and paste it in the "Excerpt from Clause" box below.

**Excerpt From Clause:**

(a) Except as provided in (b) below, the Contractor shall not enter into any agreement with an actual or prospective subcontractor, nor otherwise act in any manner, which has or may have the effect of restricting sales by such subcontractors directly to the Government of any

Ready To Edit

If approved, the information provided in this screen will appear on eLibrary for buyer(s) to view
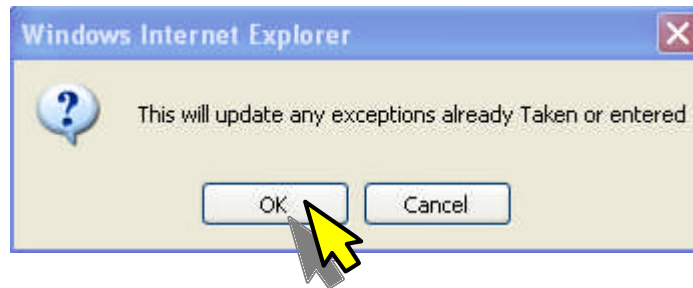**Exception Text:**

Note: This box is where you will perform your edits after you press *Ready to Edit*.

Back to List    Save Exception Text    Continue To Next

o) When you click *Ready to Edit*. The following message will be displayed. Click *OK*.



p) The same text will get copied over in the second text box (titled "Exception Text")



q) Make your changes in the "Exception Text" text box. Once complete click *Save Exception Text* button. To start on the next exception if you have more than one "clause" click *Continue to Next* button. Once done, click *Save and Continue* (not shown here).

r) The **Information Saved** message will appear. Click *Continue*.

**INFORMATION SAVED**

The TERMSANDCONDITIONS section is **Incomplete**.

[Continue]

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

s) The **Terms and Conditions** page will display showing the completed parts.

**Respond to Terms And Conditions**

Respond to all of the terms and conditions.
You must respond to all the Terms And Conditions Modification Sub Types before you can save this section.

**Terms And Conditions**

\* Required

| Template Name | Status | Actions |
|---|---|---|
| \* American Recovery and Reinvestment Act(ARRA) | Completed | Edit |
| \* Create/Manage Clause Exception(s) | Completed | Edit |
| \* Disaster Recovery | Incomplete | Respond |
| \* E-Verify | Incomplete | Respond |

t) Click the Respond link for **Disaster Recovery** under the "**Actions**" column. The **Respond to Employment Eligibility Verification** question will display.

**Respond To Disaster Recovery**

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

[Back To TermsandConditions]     [Save This Information]

u) Respond to the Disaster Recovery question and click *Save This Information*. The page will revert back to the **Terms and Conditions** screen showing the status of the templates as shown on the next page.

**Respond to Terms And Conditions**

Respond to all of the terms and conditions.
You must respond to all the Terms And Conditions Modification Sub Types before you can save this section.

**Terms And Conditions**

\* Required

| Template Name | Status | Actions |
|---|---|---|
| \* American Recovery and Reinvestment Act(ARRA) | Completed | Edit |
| \* Create/Manage Clause Exception(s) | Completed | Edit |
| \* Disaster Recovery | Completed | Edit |
| \* E-Verify | Incomplete | Respond |

Save And Continue

v) Click the Respond link for **E-Verify** under the "**Actions**" column. The **Respond to Employment Eligibility Verification** question will display.

**Respond To Employment Eligibility Verification**

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

Back To TermsandConditions          Save This Information

w) Choose an answer ("Yes" or "Not Applicable") and click **Save This Information**.

x) The **Respond to Terms and Conditions** screen will display showing all templates as completed.

**Respond to Terms And Conditions**

Respond to all of the terms and conditions.
You must respond to all the Terms And Conditions Modification Sub Types before you can save this sec

**Terms And Conditions**

* Required

| Template Name | Status | Actions |
|---|---|---|
| * American Recovery and Reinvestment Act(ARRA) | Completed | Edit |
| * Create/Manage Clause Exception(s) | Completed | Edit |
| * Disaster Recovery | Completed | Edit |
| * E-Verify | Completed | Edit |

Save And Continue

y) Click *Save and Continue*. The **Information Saved** message will appear. Also it will indicate that the Terms and Conditions section is complete.

**INFORMATION SAVED**

The **TERMSANDCONDITIONS** section is **Completed.**

Continue

Or, go to any section using
the left eMod m

z) The **Upload Documents** page will be displayed. For instructions on uploading documents and submitting the eMod please see **3.12 Uploading Documents & Submitting eMod.**

### 3.11.1 Re-representation of Non-Novated Merger/Acquisition

a) To create a Re-representation of Non-Novated Merger/Acquisition modification, select the subtype as shown below and click *Submit Online*.



b) Next the **Corporate Information** page will show up (not shown here). Click *Save and Continue* if the information is correct. Click *Continue* on the **Information Saved** screen (not shown here).



c) On the Description page enter a detailed description of the Modification Request. This description is optional. The default value is "N/A". Click *Save and Continue*.

d) The **Information Saved** message will display indicating that the Terms and Conditions section is complete. Click *Continue*.

**INFORMATION SAVED**

The TERMSANDCONDITIONS section is **Completed**.

Continue

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

e) The **Upload Documents** screen will appear. The Re-representation of Non-Novated Merger/Acquisition modification requires uploading a specific set of documents as shown below.

**Documents**

* Required

| Type | Name | Status | Actions |
|---|---|---|---|
| * Re-Representation - Organization Conflict of interest document | | Not Uploaded | Upload |
| * Supporting Documentation - Re-Representation of Non-Novated Merger/Acquisition | | Not Uploaded | Upload |
| Vendor Defined | | Not Uploaded | Upload |

Save and Continue

f) For instructions to upload documents and submit the eMod please see **3.12 Uploading Documents & Submitting eMod.**

### 3.11.2 Re-representation of Business Size

a) To create a Re-representation of Non-Novated Merger/Acquisition modification, select the subtype as shown below and click *Submit Online*.

| Terms And Conditions | ☐ American Recovery and Reinvestment Act(ARRA) |
| | ☐ Create/Manage Clause Exception(s) |
| | ☐ Disaster Recovery |
| | ☐ E-Verify |
| | ☐ Re-representation of Non-Novated Merger/Acquisition |
| | ☑ Re-representation of Business Size |

**Note:** The "Re-representation of Business Size" <u>cannot be combined</u> with any other mod sub type.

Submit Online    Cancel

b) Next the **Corporate Information** page will show up (not shown here). Click *Save and Continue* if the information is correct. Click *Continue* on the **Information Saved** screen (not shown here).

c) On the **Description for Re-representation of Business Size** page enter a detailed description of the Modification Request. This description is optional. The default value is "N/A". Click *Save and Continue*.

## Description For Re-representation of Business Size

Contract Begin Date : 2010-03-25

Please enter a detailed description of the Modification Request.

N/A

Save And Continue

d) The **Information Saved** message will display indicating that the Terms and Conditions section is complete. Click *Continue*.

**INFORMATION SAVED**

The **TERMSANDCONDITIONS** section is **Completed**.

Continue

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

e) The **Upload Documents** screen will appear. The Re-representation of Business Size modification requires uploading a specific set of documents as shown below.

**Documents**

\* Required

| Type | Name | Status | Actions |
|------|------|--------|---------|
| \* Supporting Documentation - Re-Representation of Business Size | | Not Uploaded | Upload |
| Vendor Defined | | Not Uploaded | Upload |

Save and Continue

f) For instructions to upload documents and submit the eMod please see **3.12 Uploading Documents & Submitting eMod.**

## 3.12 Uploading Documents & Submitting eMod

The **Upload Documents** screen allows the Contractor to attach necessary documents to their modification request. The displayed list of documents to upload depends on the modification sub type. Some modifications have mandatory documents unlike others. Also there is a 'Vendor Defined' category which can be used to upload optional documents.

a) Click the Upload link under "**Actions**" column. In this example a Vendor Defined document is being uploaded.

### UPLOAD DOCUMENTS

**Attach supporting documents to this eMod**
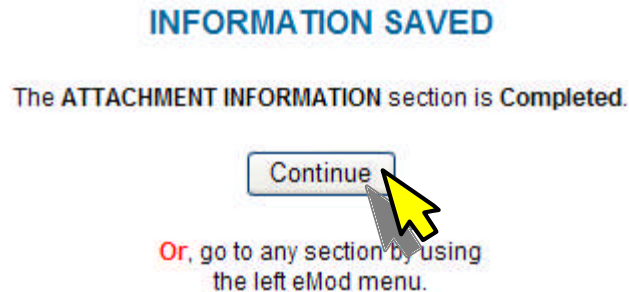Upload all documents associated with your eMod.
Please do not upload the Microsoft Excel files with more than one print area.
Only files of size less than or equal to **100.0 MB** can be uploaded.

### Documents
\* Required

| Type | Name | Status | Actions |
|---|---|---|---|
| * Balance sheets | | Not Uploaded | Upload |
| Certificate of Incorporation | | Not Uploaded | Upload |
| * Consent of sureties | | Not Uploaded | Upload |
| * Evidence of security clearance(s) | | Not Uploaded | Upload |
| * Evidence of transfer | | Not Uploaded | Upload |
| * Legal opinion - novation | | Not Uploaded | Upload |
| * Name Change Agreement | | Not Uploaded | Upload |
| SF 30 | | Not Uploaded | Upload |
| * Stakeholder meeting minutes | | Not Uploaded | Upload |
| Vendor Defined | | Not Uploaded | Upload |

Save and Continue

**Note:** Vendor Defined documents can be used to upload any optional documents.

b) On this screen click the **Browse** button and locate the document on the local drive that needs to be uploaded. Put a document title in the text box and click the **Upload This Document** button.



c) After the completion of the upload, the status will be shown as "Uploaded".

d) To upload another document repeat steps (a) and (b). Once all the documents have been uploaded click *Save and Continue*. Then click *Continue* on the **Information Saved** message.

**INFORMATION SAVED**

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

Continue

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

e) The next screen asks you to submit the eMod.

Prepare your modification:

✔ *Corporate Information*

✔ *Additions*

✔ Upload Documents

❗ *Submit Request*

✔ Complete ❗ Incomplete

| Company Name: | Acme Management Concepts, Inc. |
| Contract Number: | GS07F0079W |
| Modification Type: | Add Labor Category<br>Add Product(s)<br>Add SIN |

**CONFIRMATION**

Are you ready to submit this eMod?

YES    NO

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

f) Once ready to submit the eMod, click **Yes**. This will take you to the **Final Review of eMOD** screen.

**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 | Test File | Review |

**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 |
| Affected contracts and/or orders | Test1 | Review |
| Amended Total Dollar Value - Change of Name | Test2 | Review |
| Change of name FAR requirements | Test3 | Review |
| Document of name change authenticated by State | Test4 | Review |
| Legal opinion - change of name | Test5 | 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.

◉ Yes  ○ No

[Continue]

g) Respond "*Yes*" to the Disclaimer and click *Continue*. You will see a notification stating that the eMod was successfully submitted.

**SUCCESS**

Thank you for using our application. Your request for submission has been received. You will be notified by email when review and/or eSignature is required.

You may now exit the application

OR

Click the link My eMods to go to your inbox.

h) Exit the application by clicking the "exit" link or go to the inbox by clicking the "My eMods" link.

i) On the **MY MODIFICATIONS** page you will see your eMod in the **Submitted Modifications** section. Initially the status will say "Submission Request Received". Once a Contracting Officer initiates processing of the Mod in the "**Assigned To**" column you will see the name of the Contracting Officer and the "**Status**" will show "In Progress".  An "in Progress" Mod will have the "Edit" and "Withdraw" option.



j) If you click on the "ID link" the **Event Log** will be visible.



k) If you select the "Selected Mod Actions" link the Mod details will show up

## 3.13 Edit an eMod

A modification can be edited after the submission has been completed.

a) Go to the **My Modifications** homepage and locate the Mod in the **Submitted Modifications** section and click on the *Edit Mod* button under the "**Actions**" column.



b) The **Corporate Information** page will be displayed.



c) Select the section of the Mod (from the upper left menu) that needs to be edited.

d) Edit or update the Mod information and **Save and Submit**.

## 3.14  Withdraw an eMod

A modification can be withdrawn after the submission has been completed. To withdraw a Mod, proceed with the following steps:

a) Locate the Mod in the **Submitted Modifications** section and click on the *Withdraw Mod* button which appears under the "**Actions**" column.



b) A confirmation page will appear. Click "**Yes**" to withdraw the Modification.



Now the Mod status shows as "withdrawn". The Mod may still be viewed for future reference.



## 3.15  Split eMod

The Contracting Officer assigned to a particular offer has the ability to "split" the original Mod into two. The purpose is to separate modification(s) which can be processed in a shorter time versus modification(s) which may take longer. This expedites the overall process. The original Mod is displayed along with the two new "split" Mods. A notification is sent to the Vendor indicating that the Mod has been split.  The action may be viewed on the **My Modifications** page as shown below. Note that the original Mod is not editable. It can only be viewed.

### 3.16  Respond to a Clarification Request

If the CO has questions regarding the eMod, a clarification email request is submitted to the Vendor along with a Clarification Letter attached as shown below.

```
This is an automatic notification to inform you that a clarification is required to continue the process for the
contract modification against the contract (GS07F0079W) Mod No – 0002,  eModId 6LMXHY77

We have open a clarification case number 268

The status of the Mod is is on hold ["Waiting for clarification"]until the clarification is successfully completed.

The current Status of the Mod is "Waiting for clarification"

Please find attached the following document(s):

Clarification Letter.pdf


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

a) Upon receipt of a Clarification email, Log into eMod. In the **Submitted Modifications** the status of that particular eMod will read "Provide Clarification", click on that link.

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

| ID | Mod Actions | Contract | Last Update | Status | Assigned To | Actions | |
|---|---|---|---|---|---|---|---|
| WMEM2V5B | Selected Mod Actions | GS07F0079W | 2010-03-30 14:20:00.196 | Withdrawn | John Doe | View Mod | |
| 6LMXHY77 | Selected Mod Actions | GS07F0079W | 2010-04-08 16:04:53.563 | Actions Pending | John Doe | Edit Mod | Withdraw Mod |
| XPTOKL9V | Selected Mod Actions | GS07F0079W | 2010-04-01 16:01:08.47 | Approved | John Doe | View Mod | |
| FYD87FB3 | Selected Mod Actions | GS07F0079W | 2010-04-07 12:10:00.216 | Withdrawn | John Doe | View Mod | |
| R4BRPMFH | Selected Mod Actions | GS07F0079W | 2010-04-09 13:58:07.626 | Approved | John Doe | View Mod | |
| NI7PEKNU | Selected Mod Actions | GS07F0079W | 2010-04-09 14:24:43.923 | Provide Clarification | John Doe | View Mod | |

b) The **Exception Contract Clauses submitted by the Vendor** will be displayed.

| Company Name: | Acme Management Concepts, Inc. |
|---|---|
| Contract Number: | GS07F0079W |
| Modification Type: | Add Labor Category<br>Add SIN<br>Change in geographic coverage (scope)<br>Service Descriptive Change<br>Create/Manage Clause Exception(s) |

**Exception Contract Clauses submitted by Vendor**
All Regulations have to be responded before 2010-04-10.

| Clause Number | Title | Status | Action |
|---|---|---|---|
| 52.209-1 ( Original ) | QUALIFICATION REQUIREMENTS (MAR 1996) | Incomplete | Respond |

Select the link to view the History of Request for Clarifications

c) To view the history of clarifications, click on the "view" history link (shown in 3.13 (b)) and the **History of Negotiations** will be listed.

| Company Name: | Acme Management Concepts, Inc. |
|---|---|
| Contract Number: | GS07F0079W |
| Modification Type: | Add Labor Category / Add SIN / Service Descriptive Change / Create/Manage Clause Exception(s) |

**History of Negotiations**

| Requested/Responded by | Notes |
|---|---|
| jackie.Jone@gsa.gov | Req. clarification for this clause, till then I Cannot approve it |
| jackie.Jone@gsa.gov | (a) Definition: "QUALIFICATION REQUIREMENT," as used in this clause, means a Government requirement for testing or other quality assurance demonstration that mu |
| jackie.Jone@gsa.gov | (a) Definition: "QUALIFICATION REQUIREMENT," as used in this clause, means a Government requirement for testing or other quality assurance demonstration that m |

[ OK ]

d) To respond to a clarification request click on the "Respond" link (shown in 3.13 (b)). The **Request for Clarification** Screen will open up. Add your response in the bottom textbox and click *Save to Draft*.

**Review Contract Clause 52.209-1 ( Original )**

Instructions:
1. Your CO is requesting clarification of the exception you wish to take. The text you submitted as your exception is displayed in the "Submitted Exception Text" box. The CO comments regarding you
2. Read the CO comments and edit the text as it appears in the "revised exception" box. When you have finished revising the text, press the "Save To Draft" button

**Submitted Exception Text**

(a) Definition: "QUALIFICATION REQUIREMENT," as used in this clause, means a Government requirement for testing or other quality assurance demonstration that must be completed before award. Test

**Comments From CO/CS**

Req. clarification for this clause, till then I Ca

**Enter Exception Clarification and Resubmit for 52.209-1 ( Original )**

If approved, the information provided in this screen will appear on eLibrary for buyer(s) to view

**Revised Exception Text**

(a) Definition: "QUALIFICATION REQUIREMENT," as used in this clause, means a Government requirement for testing or other quality assurance demonstration that must be completed before award. Test

[ Save to Draft ]

Click Here to view the History of Negotiations for the Contract Clause 52.209-1

e) On the next screen the **Exception Contract Clause submitted by Vendor**, the "Status" will show as "<u>Completed</u>". Click **Submit Response**.

| Company Name: | Acme Management Concepts, Inc. |
|---|---|
| Contract Number: | GS07F0079W |
| Modification Type: | Add Labor Category<br>Add SIN<br>Change in geographic coverage (scope)<br>Service Descriptive Change<br>Create/Manage Clause Exception(s) |

**Exception Contract Clauses submitted by Vendor**
All Regulations have to be responded before 2010-04-10.

| Clause Number | Title | Status | Action |
|---|---|---|---|
| 52.209-1 ( Original ) | QUALIFICATION REQUIREMENTS (MAR 1996) | Completed | Edit |

Submit Response

Select the link to <u>view</u> the History of Request for Clarifications

f) A success message will be seen.

| Company Name: | Acme Management Concepts, Inc. |
|---|---|
| Contract Number: | GS07F0079W |
| Modification Type: | Add Labor Category<br>Add SIN<br>Change in geographic coverage (scope)<br>Service Descriptive Change<br>Create/Manage Clause Exception(s) |

Request for Clarification was successfully submitted.

The Vendor receives confirmation of the submission while the CO is notified that the Vendor has responded to the request. The "Status" of the Mod changes back to "<u>In Progress</u>" on the **My Modifications** page. When approved the "Status" would change to "<u>Approved</u>".

## 3.17  eSigning An eMod

After the modification(s) has been approved by the Contracting Officer, the mod will appear within the **Signed Modifications** category with the "Status" indicating "<u>Ready for Vendor esign</u>" .

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

| ID | Mod Actions | Contract | Last Update | Status | Assigned To | Actions |
|---|---|---|---|---|---|---|
| NI7PEKNU | Selected Mod Actions | GS07F0079W | 2010-04-09 14:5 10.026 | Ready for Vendor esign | | View Mod   Sign Package   View Package |

a) Choose the appropriate action based on whether the Mod or the Package should be viewed or the Package should be signed.

b) If ready to sign, click **Sign Package**. This will take you to the **Sign Contract** page.

| Company Name: | Acme Management Concepts, Inc. |
|---|---|
| Contract Number: | GS07F0079W |
| Modification Type: | Add Labor Category<br>Add SIN<br>Change in geographic coverage (scope)<br>Service Descriptive Change<br>Create/Manage Clause Exception(s) |

**Sign Contract**

The following documents must be reviewed and accepted before signing.

| Name | Description | Action |
|---|---|---|
| Mod.pdf | | Review |

☐ All documents in the eMod package have been reviewed.

Continue

c)   Review the Mod by clicking the "Review" link under "**Action**".

> **Note:** The "All documents in the eMod package have been reviewed" <u>must be selected</u> before you can click continue.

d)   Once the review is complete "check" the box and click *Continue* (shown in 3.14 (b)). The **Sign eMod** page will be displayed as shown below.

| Company Name: | Acme Management Concepts, Inc. |
|---|---|
| Contract Number: | GS07F0079W |

**SIGN eMOD**

The following documents must be reviewed and accepted before signing.

**Documents**
*Required

| Name | Status | Actions |
|---|---|---|
| Standard Form 30 | Not Accepted | Review and Accept* |

Save and Exit                                        Reject eMod

e)   Click the link "Review and Accept". Please note the option to reject the eMod at this point is still available.

f) The SF 30 Form will be displayed for review. Click **Accept** at the bottom of the form (not shown here).



g) Click the **Sign eMod** button (step one of two). Still you have the option to reject the eMod (which rejects the eMod package but not the entire eMod).

h)   Click the *Confirm* (step two of two).

**SIGN eMOD**

Are you ready to sign this eMod?

Back                                                     Confirm

i)   Success message is displayed as shown below.

**Sign HandBack Success**

Contract Package has been successfully Submitted for Signing Process.

Please complete a short user survey, by clicking the link below.

http://apps.fss.gsa.gov/eoffersurvey/index.cfm

j)   In the **Signed Modifications** section the status of the eMod will change to "Awaiting CO esign". Once the CO signs, the contract package will be available for download.

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

| ID | Mod Actions | Contract | Last Update | Status | Assigned To | Actions | |
|---|---|---|---|---|---|---|---|
| NI7PEKNU | Selected Mod Actions | GS07F0079W | 2010-04-09 14:59:22.26 | Awaiting CO esign | | View Mod | View Package |

For more details on the Signature process and downloading the contract package please see **IV eOffer/eMod Signature Process.**