

**GSA Federal Acquisition Services** 

# 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.

#### GSA eOffer/eMod Submit Contract Offers and Contract Modifications online

#### Welcome to eOffer/eMod

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

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

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

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

# About eOffer

#### Learn More About:

- eOffer
   Express Offers
- eMod

2

3

- Mandatory eMod Pilot
- Digital Certificates

Before you Begin

Authorized Negotiators

- Customer Assistance and Training:
   User Guides/Training
- eOffer/eMod User Guide
- Frequently Asked Questions (FAQ)
- Contact Us

3

- Notifications
- Site Maintenance Schedule

If you are submitting an eMod:

4 You may now submit the mod

Do you already have a digital certificate?

2. Is your DUNS number and Contract number available?

Are you an authorized negotiator on the contract?

- request
   Continue working on saved modification request
   Edit culmited modification
  - Edit submitted modification request Sign In



#### Express Offers (eOffers)

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

- If you are submitting an eOffer:
- <u>Have you reviewed the solicitation you want to make an</u> offer against?
  - Have you passed the "Pathways to Success" training?
  - Did you get your DUNS number?
- Have you registered with CCR and with ORCA?
- Have you applied for a digital certificate?
   If you have done all of the above, enter "eOffer" at the right.

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#### System Access

#### Contract Offers (eOffers)

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

**Contract Modifications** 

> Prepare and submit modification

Sign In

(eMods)



	fication The website you wa Please choose a cerl	nt to view requests identification. tificate,
-	Name	Issuer
	John Doe	ORC ACES
	4	More Info
	4	More Info

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.





- III Creating & Submitting An eMod
- e) Select the appropriate DUNS number using the dropdown or manually enter it in the text box and click **Submit**.

SIGN IN		
Select a previously entered DUNS:	<u>_</u> _	
Or, enter a DUNS:	123456789	
DUNS PLUS 4 :		

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

List of Contracts Avaiable for ACME MANAGEMENT CONCEPTS INC

Select Contract	Action	
GS03F0001W	<ul> <li>Select Contract</li> </ul>	Back To Duns

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.

MY MODIF	CATIONS :: A	CME MANAGEI	MENT CONCE	PTS INC			
New Modif	ications						
Select Contr	act			Action			
GS03F0001\	v 🔽			Select Contr	act		
Saved Modi Click on the ID ID	fications to view the event log for ar Mod Actions	o Offer Contract	Last Update		Status	Actions	
1YCMX1C4	Selected Mod Actions	GS03F0001W	2009-11-06 14:3	3:49.426	Complete	Edit Mod	Delete Mod
	Iodifications to view the event log for ar	o Offer Contract	Last Update	Statu	¢	Assigned To	Actions
Nothing found		Contract	Last opuale	Jiau	3	Maaigned 10	Actions



# **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		Con	tracting Officer Deta	nils
GS23F0066V	You are not an authorized negotiator on this contract	Name	Email	Phone	Name	Email	Phone
		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.

New Modif	ications					
Select Contr	act		Action	ı		
GS03F0001\				elect Contract		
	<b>ifications</b> to view the event log for an C	)ffer		<u>~</u>		
D	Mod Actions	Contract	Last Update 🛛 🖤	Status	Actions	
IYCMX1C4	Selected Mod Actions	GS03F0001W	2009-11-06 14:33:49.42	6 Complete	Edit Mod	Delete Mod
	<b>Aodifications</b> to view the event log for an C	)ffer				



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

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



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.

Contract Number	-	t Concepts, Inc.		
Contract Number:	GS07F0079W			
Modification Type:	Add Labor Category Add Product(s) Add SIN			
	RMATION			
Is the information correct?	····· · · · · · · · · · · · · · · · ·			
		r <u>Registration (CCR)</u> . If any of this infor ). Any changes will be reflected in eOff		
DUNS Number:		123456789		
Type of Organization:		Mutually Defined		
Common Parent DUNS	Number:	605691807		
Company Name:		ACME MANAGEMENT CON	ICEPTS INC	
Doing Business As (DB	A):			
Business Type:		Veteran Owned Business Service-Related Disabled Ve S Corporation Service Location Research Institution	teran Owned	
Company Address				
Street1:		21400 RIDGETOP CIR STE 2	10	
Street2:				
City:		STERLING		
State:		VA		
Zip/Postal Code:		201666511		
Country:		USA		
Mailing Address				
Company Name:		ACME MANAGEMENT COM	ICEPTS INC	
Street1:		21400 RIDGETOP CIRCLE S	UITE 210	
Street2:				
City:		DULLES		
State:		VA		
Zip/Postal Code:		201666511		
Country:		USA		
Sign Out and	Correct Errors in CCR		Save and Continu	
· · · · · ·		_		

eMod system but you may continue to work on your Mod.



 $\land$ 

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

Prepare your modification:	Company Name:	Acme I	Management Concepts, Inc.
Corporate Information	Contract Number:	GS03F	0001W
Additions     Upload Documents	Modification Type:		ibor Category oduct(s) N
Submit Request			
Complete Incomplete			INFORMATION SAVED
			The CORPORATE INFORMATION section is Completed.
section(s)	n the left shows competed and all to any section		Or, go to any sec the left eMod

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 <u>Respond</u> link where the "Status" is <u>incomplete</u>.

Prepare your modification:	Company Name:	Acme Management Conce	epts, Inc.	
Corporate Information	Contract Number:	GS03F0001W		
▲ Additions ✓ Upload Documents	Modification Type:	Add Labor Category Add Product(s) Add SIN		
Submit Request	Respond to Additions			
Complete	Respond to all of the terms and con You must respond to all the Addition	iditions. ons Modification Sub Types before you	can save this section.	
	Additions			
	* Required			
	Template Name		Status	Actions
	* Add Labor Category		Incomplete	Respond
	* Add Product(s)		Incomplete	Respond
	* Add SIN		Incomplete	Respond

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

Prepare your modification:	Company Name:	Acme Management Concepts, Inc.					
Corporate Information	Contract Number:	GS03F0001W					
Additions	Modification Type:	Add Labor Category Add Product(s)					
<ul> <li>Upload Documents</li> </ul>		Add SIN					
Submit Request	Description For Add La	bor Category					
Complete Incomplete							
	Contract Begin Date : 2009-11-0 *Please enter a detailed descrip	13 Ition of the Modification Request.					
	PLEASE ENTER SOME TEX	I TO SUPPORT YOUR MOD REQUEST					
	Back To Additions		Save Descript				





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.

e your modification: Co	mpany Name:	Acme Management Concepts, In	с.	
orporate Information Co	ntract Number:	G803F0001W		
dditions Mo	odification Type:	Add Labor Category Add Product(s) Add SIN		
ubmit Request Re	spond to Additio	ons		
Res	spond to all of the terms	and conditions.		
omplete Incomplete You				
YOU	i must respond to all the	Additions Modification Sub Types before you can s	ave this section.	
	d must respond to all the	Additions Modification Sub Types before you can s	ave this section.	
100		Additions Modification Sub Types before you can s	ave this section.	
100	dditions	Additions Modification Sub Types before you can s		Actions
A *R Te	Additions lequired	stat		Actions Edit
A *R Te *A	Additions equired emplate Name	Stat	S	

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

cation: Company Name:	Acme Management Concepts, Inc.	
mation Contract Number:	GS03F0001W	
Modification Type:	Add Labor Category Add Product(s) Add SIN	
-		
Description For J	Add Product(s)	
ete		
Contract Begin Date : :	2009-11-03	
*Please enter a detaile	ed description of the Modification Request.	
PLEASE ENTER SC	ME TEXT TO SUPPORT YOUR MOD REQUEST	V
Back To Addit	ions	Save Description

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*.

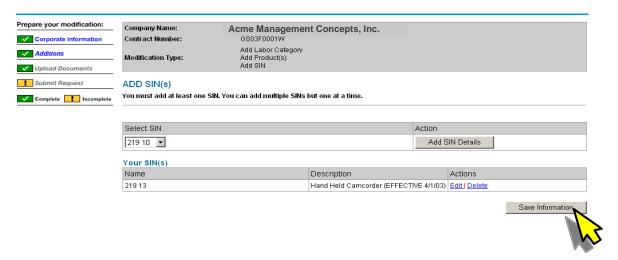
modification: Company Name:	Acme Management Concepts, Inc.	
te Information Contract Number:	GSU3FUUU1W	
Modification Type:	Add Labor Category Add Product(s) Add SIN	
Request ADD SIN(s)		
	t one SIN. You can add multiple SINs but one at a time.	
You must add at leas	t one SIN. You can add multiple SINs but one at a time.	
You must add at load	t one SIN. You can add multiple SINs but one at a time.	Action
You must add at leas	·	Add SIN Details
You must add at leas	·	Add SIN Details
You must add at leas Select SIN [219 13]		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.

Prepare your modification:			
riepare your mounication.	Company Name:	Acme Management Concepts, Inc.	
Corproate Information	Contract Number:	GS07F0079W	
Additions	Modification Type:	Add Labor Category Add Product(s) Add SIN	
✓ Upload Documents		Add Silv	
Submit Request	ADD SIN (SPECIA	L ITEM NUMBER) DETAILS	
Complete Incomplete	* Required		
l <del>in</del> fr	SIN Type: RA001		
	SIN Title: Not available	3	
	*Scope What is the Scope for this	s SIN? Worldwide	
	State And Local		
	Do you want to offer this	SIN for State and Local Services?	
	○ Yes ⓒ No		
	Add This SIN	5	



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**.

Prepare your modification:	Company Name:	Acme Management Co	ncepts, Inc.	
<ul> <li>Corporate Information</li> </ul>	Contract Number:	GS03F0001W		
✓ Additions	Modification Type:	Add Labor Category Add Product(s)		
<ul> <li>Upload Documents</li> </ul>		Add SIN		
Submit Request	Respond to Addit	ions		
Complete	Respond to all of the term You must respond to all th	s and conditions. e Additions Modification Sub Types be	fore you can save this section.	
	Additions			
	* Required			
	Template Name		Status	Actions
	* Add Labor Category		Completed	Edit
	* Add Product(s)		Completed	Edit
	* Add SIN		Completed	Edit   Delete
				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





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# 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	<ul> <li>Contract Administrator/Point of Contact(POC)</li> <li>Authorized Negotiator</li> <li>Email Address Change</li> <li>Fax Change</li> <li>Point of Contacts for Manufacturers, Dealers, Resellers, Agents</li> <li>Telephone Change</li> <li>Incorporate Sub-Contracting Plan (SubK)</li> </ul>
	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.

repare your modification:	Company Name:	Acme Management	Concepts, Inc.			
Corproate Information	Contract Number:	GS07F0079W				
✓ Administrative		Contract Administrator/P Authorized Negotiator	oint of Contact(POC)			
Upload Documents	Modification Type:	Email Address Change Fax Change				
Submit Request	moundation ()por	Fax Change Manufactures, Dealers, Resellers, Agents Telephone Change				
Complete		Website Address Chang	e			
	Respond to all of the terms and You must respond to all the Ad		ub Types before you can save th	is section.		
			ub Types before you can save th	is section.		
	You must respond to all the Ad Administrative		ub Types before you can save th	is section.		
~	You must respond to all the Ad Administrative * Required	ministrative Modification S				
<	You must respond to all the Ad Administrative * Required Template Name	ministrative Modification S	Status	Actions		
<	You must respond to all the Ad Administrative * Required Template Name * Contract Administrator/Point	ministrative Modification S	Status	Actions		
<	You must respond to all the Ad Administrative * Required Template Name * Contract Administrator/Point Administrator/Point	ministrative Modification S	Status Incomplete Completed	Actions Respons Edit		
<	You must respond to all the Ad Administrative * Required Template Name * Contract Administrator/Point Admonsconcegee * Email Address Change	ministrative Modification S	Status Incomplete Completed Incomplete	Actions Respon Edit Respon		
C	You must respond to all the Ad Administrative * Required * Contract Administrator/Point Auroness * Email Address Change * Fax Change	ministrative Modification S	Status Incomplete Completed Incomplete Incomplete	Actions Respon Edit Respon Respon		

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.



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Corproate Information	Company Name:	Acme	Management Concepts, Inc.	
	Contract Number:	GS07F00	079W	
Administrative			Administrator/Point of Contact(POC)	
Upload Documents	5		d Negotiator dress Change	
opioau Documents	Modification Type:	Fax Char		
Submit Request	5		ures, Dealers, Resellers, Agents ne Change	
Complete Incomplete			Address Change	
	Administrative			
	Basic Contract Details	s		Subcontracting Plan
C	Point Of Contact Jol	hn Smith	Email: j.smith@amc.com	Plan: B
	Tolophone: 703-	896-5236	URL Change: http://www.amc.com	Type: N/A
	PO Fax No: 703-		Contract Date: YYYY-MM-DD	Expiration Date:
	Your Negotiator(s) De Who will negotiate your You can add multiple ne	tails r Modification? egotiators. A minimu	Contract Date:  YYYY-MM-DD m of one negotiator must have signature authority. Negotiat gnature authority may submit the Mod and sign the Contrac	tors without signature authority may
	Your Negotiator(s) De Who will negotiate your You can add multiple ne prepare an eMod but on	tails r Modification? egotiators. A minimu	, m of one negotiator must have signature authority. Negotiat gnature authority may submit the Mod and sign the Contrac	tors without signature authority may ct Modification.
	Your Negotiator(s) De Who will negotiate your You can add multiple ne	tails r Modification? egotiators. A minimu	, m of one negotiator must have signature authority. Negotiat	tors without signature authority may
	Your Negotiator(s) De Who will negotiate your You can add multiple ne prepare an eMod but on Name:	tails r Modification? egotiators. A minimu	n of one negotiator must have signature authority. Negotiat ignature authority may submit the Mod and sign the Contrac Email:	tors without signature authority may ct Modification.

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

# **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

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

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



# eOffer/eMod User Guide

Add New Negotiator

III - Creating & Submitting An eMod

Contract Details			Subcontracting Plan
t Of Contact: John Smith	Email:	j.smith@amc.com	Plan: B
Telephone: 703-896-5236	URL Change:	http://www.amc.com	Type: N/A
PO Fax No: 703-605-1112	Contract Date:	YYYY-MM-DD	Expiration Date:

Name:	Email:	Action:
John Smith	Authorized to sign	Edit   Delete
Andy Garcia	Authorized to sign	Edit   Delete
Julie Andrews	Authorized to sign	Edit   Delete

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**.

*Name:	Debbie Delano	
*Title:	Manager Contracts	
*Phone:		
If US (XXX-XXX-XXXX):	703.605.2545	
If International (free form text):		
*Email:	ddelano@gmail.com	
Fax:		
If US (XXX-XXX-XXXX), If International (free form text):		
Role:	Negotiator - Authorized to sign 🛛 🔽 🔶	

 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 <u>Respond</u> link (under "**Actions**" column)

## Administrative

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	Respond
* Website Address Change	Incomplete	Respo

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	Datat	Sandarda Kan	Manufacture	Declare	Desellens	
Description Fol	Point of C	Jontacts for	Manufacturers,	Dealers,	Resellers, I	Agents

Please enter a detailed description of the Modification Request.	
N/A	
	2

- Click Save Description. The status will change to "<u>Completed</u>". The response can be changed by clicking the "<u>Edit</u>" 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.



Save And

Continue

# 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.

* 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

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.



- 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.

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
WMEM2V5E	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

D	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
KPTOKL9V	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.

GSA	<b>fss.online@gsa.gov</b> 04/05/2010 02:11 PM	To	J.Andrews@amc.com
		Subject	Notification for RAM Contract Mod AWARDED: <contract #gs07f0079w=""></contract>
awarde	s to notify you that the Rapid Action Modifi d to the contract. Attached you will find a s an auto generated email. Please do not rep	copy of th	

# 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.

MY MODIFICATIONS ::	Acme Management	Concepts, Inc.		
It has been determined	that the following contracts require a Sub-Cont	racting plan: GS07F0015X. Please complete a	and submit the Incorporate Sub-Contract	ing Plan (SubK) mod type.
Select Contract				
GS07F0015X 😪		Select Contract		
aved Modifications lick on the ID to view the event log for a C	ontract Modification		R A	
Mod Actions	Contract	Last Update	Status	Actions

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 Add Product(s) Add SIN
Administrative	Contract Administrator/Point of Contact(POC) Authorized Negotiator Email Address Change Fax Change Point of Contacts for Manufacturers, Dealers, Resellers, Agents Telephone Change V Incorporate Sub-Contracting Plan (SubK) 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:	Company Name:	Acme Management Concepts, Inc.
Corporate Information	Contract Number:	GS07F0015X
Administrative	Modification Type:	Incorporate Sub-Contracting Plan (SubK)
Upload Documents	Administrative	
Submit Request	Subcontracting Plan	
Complete	Contract End Date: 2015-11-10 Type: Individual Expiration Date: June	<ul> <li>✓</li> <li>2012 ✓</li> </ul>

Save & Continue

e) On the Information Saved message. Click Continue.

# INFORMATION SAVED

The ADMINISTRATIVE section is Completed.



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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

Туре	Name	Status	Actions
Subcontracting Correspondence /iew/Download Subcontracting Plan Template		Not Uploaded	Upload
/endor Defined		Not Uploaded	Upload

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



- 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 Add Product(s) Add SIN		
Administrative	Contract Administrator/Point of Contact(POC) Authorized Negotiator Email Address Change Fax Change Point of Contacts for Manufacturers, Dealers, Resellers, Agents Telephone 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 tal officer has processed the modification. You will be notified by e-mail at that time. Submitting days after the modification is approved by your contracting officer. You may rescind this can your contract will be cancelled and you will be unable to rescind this cancellation.	this modification will cancel your contract effective 30
*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.



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.

Primary Types	Sub Types
Additions	Add Labor Category Add Product(s) Add SIN
Administrative	Contract Administrator/Point of Contact(POC) Authorized Negotiator Email Address Change Fax Change Point of Contacts for Manufacturers, Dealers, Resellers, Agents Telephone Change Website Address Change
CancellationorTerminations	Cancel Contract
Deletions	<ul> <li>✓ Delete Labor Category</li> <li>✓ Delete Product(s)</li> <li>✓ Delete SIN</li> </ul>
Legal	Change of Name Agreement Overland Agreement
OptionorExtension	Temporal Extension
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
Technical	Change in geographic coverage (scope) Part(s) Number Change Product Descriptive Change Service Descriptive Change
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

Submit Online

Cancel

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



III - Creating & Submitting An eMod

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

are your modification:	Company Name:	Acme Management Concepts, Inc.	
Corporate Information	Contract Number:	GS07F0079W	
Deletions	. Modification Type:	Delete Labor Category Delete Product(s) Delete SIN	
Upload Documents	CORPORATE INFO		
Submit Request	Is the information correct?		
Complete Incomplete	This information correct? This information is taken directly from <u>Central Contractor Registration (CCR)</u> . If any of this information is incorrect, it must be corrected through <u>Central Contractor Registration (CCR)</u> . Any changes will be reflected in eOffer in approximately 24 hours.		
	DUNS Number.		123456789
	Type of Organization:		Mutually Defined
	Common Parent DUNS	S Number.	605691807
	Company Name:		ACME MANAGEMENT CONCEPTS INC
	Doing Business As (DB	BA):	
	Business Type:		Veteran Owned Business Service-Related Disabled Veteran Owned S Corporation Service Location Research Institution
	Company Address		
	Street1:		21400 RIDGETOP CIR STE 210
	Street2:		
	City:		STERLING
	State:		VA
	Zip/Postal Code:		201666511
	Country:		USA
	Mailing Address		
	Company Name:		ACME MANAGEMENT CONCEPTS INC
	Street1:		21400 RIDGETOP CIRCLE SUITE 210
	Street2:		
	City:		DULLES
	State:		VA
	Zip/Postal Code:		201666511
	Country:		USA
	Sign Out and Co	orrect Errors in CCR	Save and Continue

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



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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

Description For Delete Labor Category

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

roquirea		
Template Name	Status	Actions
* Delete Labor Category	Incomplete	Respond
* Delete Product(s)	Incomplete	Respon
* Delete SIN	Incomplete	Respon 🔨

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

ontract Begin Date : 2009-11-03	
Please enter a detailed description of the Modification	Request.
	*
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 Index NO Termination Date Title Control Number Action Television Cameras, Color or ۷ 🏒 583 Monochrome, Including Spare and 200930710754 December 28 🔽 2009 -Repair Parts & Accessories Television for Hospital, Hotel, Motel 🖃 🔽 🔁 2194 200930710755 MM (EFFECTIVE 4/1/03) 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



- 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
Lega	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.
- 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

N/A	0
	8

d) Click Save and Continue.



# INFORMATION SAVED

The LEGAL section is Completed.



- 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

Туре	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
Logar	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? O Yes O 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.

I/A	<u></u>
	S.
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.





# i) Upload the required documents

# Documents

#### \* Required

Туре	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 <ul> <li>Permanent Price Reduction (Based on Most Favored Customer)</li> <li>Permanent Price Reduction (Industry Partner requested)</li> <li>Temporary Price Reduction</li> </ul>
Error:	<ul> <li>You must select only ONE of these following</li> <li>Economic Price Adjustments (EPA) with Commercial Price List (increase)</li> <li>Economic Price Adjustments (EPA) without Commercial Price List (increase)</li> </ul>



Submit Online

Cancel

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

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

- 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 <u>Respond</u> 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	Respon 🔨
* Wage Determinations	Incomplete	Respond



III - Creating & Submitting An eMod

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 Begi Date of Last	Date : 2010-03-25	
EPA Completed:	April v 01 v 2010 v	
Percentage:	2	
*Please enter	a detailed description of the Modification Request.	
This is a	test.	~
		-
Back T	o Pricing	Save Description
0.07		

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 Pric	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).



III - Creating & Submitting An eMod

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**.

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



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

# **INFORMATION SAVED**

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.** 



Submit Online

Cancel

## 3.10 Technical Modifications

In the Technical Modifications there are 4 Sub Types.

Technical	<ul> <li>Change in geographic coverage (scope)</li> <li>Part(s) Number Change</li> <li>Product Descriptive Change</li> <li>Service Descriptive Change</li> </ul>	
	American Recovery and Reinvestment Act(ARRA)	
	Create/Manage Clause Exception(s)	
Terms And Conditions	Disaster Recovery	
Terms And Conditions	E-Verify	
	Re-representation of Non-Novated Merger/Acquisition	
	Re-representation of Business Size	

- 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 <u>Respond</u> 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	Respon
* Product Descriptive Change	Incomplete	Respond 🔨
* Service Descriptive Change	Incomplete	Respond



III - Creating & Submitting An eMod

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

Description For Change in geographic coverage (scope)



e) The application will return to the **Respond to Technical** screen and the status of the respond will change to <u>Completed</u>. In addition the option to <u>Edit</u> 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	<ul> <li>American Recovery and Reinvestment Act(ARRA)</li> <li>Create/Manage Clause Exception(s)</li> <li>Disaster Recovery</li> <li>E-Verify</li> <li>Re-representation of Non-Novated Merger/Acquisition</li> <li>Re-representation of Business Size</li> </ul>	Note: The "Re-representation of Non- Novated Merger/Acquisition" or the "Re-representation of Business Size" <u>cannot be</u> <u>combined</u> with any other mod sub type.
----------------------	---	---



- 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 <u>Respond</u> 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**

*	Rec	mi	red
	net	լա	eu

Status	Actions
Incomplete	Respond
	Incomplete Incomplete Incomplete

d) If you click on the <u>Respond</u> 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 i	and Reinvestment Act as of 2009' (ARRA)?
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**

	_				
×	R	ea		re	d
	IV.	чч	CH.	10	u.

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

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

Back to Terms and Conditions

Select	Clause Number	Title	Action
	52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (DEC 2008)	
	<u>52.203-15</u>	WHISTLEBLOWER PROTECTIONS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (MAR 2009)	
	<u>52.203-3</u>	GRATUITIES (APR 1984) Tailored IV 04/01/1984	
	<u>52.203-6</u>	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I OCT 1995)	
	<u>52.203-6</u>	52.203-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I OCT 1995) DEVIATED	
	<u>52.204-11</u>	AMERICAN RECOVERY AND REINVESTMENT ACT-REPORTING	
	52.209-1	QUALIFICATION REQUIREMENTS (MAR 1996)	
	52 209-6		

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.

Approved Exception Text:		PCO Approval Co
This is a test		These are fi
It approved, the information (	provided in this screen will appear on eLi	ibrary for buyer(s) to view
Exception Text:	exception	
	exception	
Exception Text:	e 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

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

Back to Terms and Conditions

Availa	vailable list of contract clauses for taking exception(s) Select Regulation				
Select	Clause Number	Title	Act		
	<u>52.203-13</u>	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (DEC 2008)	N.		
	<u>52.203-15</u>	WHISTLE SLOWER PROTECTIONS UNDER THE AMERICAN RECOVERY			
	52 2 B-3	GRATUITIES (APR 1984) Tailored IV 04/01/1984			
	<u>52.203-6</u>	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I OCT 1995)			
	<u>52.203-6</u>	52.203-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I OCT 1995) DEVIATED			
	<u>52.204-11</u>	AMERICAN RECOVERY AND REINVESTMENT ACT-REPORTING REQUIREMENTS (MAR 2009)			
	<u>52.209-1</u>	QUALIFICATION REQUIREMENTS (MAR 1996)			
	<u>52.209-6</u>	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (SEP 2006)	-		
	<u>52.212-4</u>	CONTRACT TERMS AND CONDITIONSCOMMERCIAL 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.



III - Creating & Submitting An eMod

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

	ictions:
	Review the clause language for any points you may wish to take exception to.
	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
	When you are finished making edits, press "Save Exception Text"
- inter	this will be most effective if you copy a full sentence or paragraph so as to estimate context
Excerp	t From Clause:
	A
	3
	Ready to Edit
	<pre>vved, the information provided in this screen will appear on eLibrary for buyer(s) to view ion Text:</pre>
Except	on rext.

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



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### 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.

Ready To Edit pproved, the information provided in this screen will appear on eLibrary for buyer(s) to view	<ul> <li>a) Except as provided in</li> </ul>	n (b) below, the Contractor shall not enter into any
ve the effect of stricting sales by such subcontractors directly to the Government of any Ready To Edit pproved, the information provided in this screen will appear on eLibrary for buyer(s) to view ception Text:	greement with an actual	or
Ready To Edit pproved, the information provided in this screen will appear on eLibrary for buyer(s) to view ception Text:	rospective subcontractor	r, nor otherwise act in any manner, which has or may
Ready To Edit pproved, the information provided in this screen will appear on eLibrary for buyer(s) to view ception Text:	ave the effect of	
pproved, the information provided in this screen will appear on eLibrary for buyer(s) to view seption Text:	estricting sales by such	a subcontractors directly to the Government of any
pproved, the information provided in this screen will appear on eLibrary for buyer(s) to view seption Text:		
pproved, the information provided in this screen will appear on eLibrary for buyer(s) to view seption Text:		
ception Text:		Ready to Edit
ception Text:		
ception Text:		
ception Text:		
	approved, the information provided	d in this screen will appear on eLibrary for buyer(s) to view
Note: This box is where you will perform your edits after you press <i>Ready to Edit</i> .		d in this screen will appear on eLibrary for buyer(s) to view
Note: This box is where you will perform your edits after you press <i>Ready to Edit</i> .	approved, the information provided xception Text:	d in this screen will appear on eLibrary for buyer(s) to view
Note. This box is where you will perform your early after you press <b>Ready to Earl</b> .		d in this screen will appear on eLibrary for buyer(s) to view
	xception Text:	
Back to List Save Exception Text Continue To Next	xception Text:	



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")

<ul> <li>(a) Except as provided agreement with an actua</li> </ul>	in (b) below, the Contractor shall not enter into any l or				
정말 지난 방법에 걸렸다.	or, nor otherwise act in any manner, which has or may				
have the effect of restricting sales by su	ch subcontractors directly to the Government of any				
	Chapter and Edit				
Change and Edit					
	Shange and Ean				
	onalige and Earc				
	ded in this screen will appear on eLibrary for buyer(s) to view				
Exception Text: (a) Except as provided	ded in this screen will appear on eLibrary for buyer(s) to view in (b) below, the Contractor shall not enter into any				
Exception Text: (a) Except as provided agreement with an actua	ded in this screen will appear on eLibrary for buyer(s) to view in (b) below, the Contractor shall not enter into any l or				
(a) Except as provided agreement with an actua prospective subcontract	ded in this screen will appear on eLibrary for buyer(s) to view in (b) below, the Contractor shall not enter into any				
Exception Text: (a) Except as provided agreement with an actua prospective subcontract have the effect of	ded in this screen will appear on eLibrary for buyer(s) to view in (b) below, the Contractor shall not enter into any l or				

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.



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

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"?

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**

required to begin using the U.S. Citizensl	hip and Immigration Services' E-Verify syst	ederal contractors and subcontractors are tem to verify their employees' eligibility to legally
O Yes O Not Applicable		
	Back To TermsandConditions	Save This Information

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



Save And Continue

III - Creating & Submitting An eMod

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

Respond to all of the terms and conditions. You must respond to all the Terms And Conditions Modification	c	
Terms And Conditions		
* Required		
* Required Template Name	Status	Actions
	Status Completed	Actions Edit
Template Name		
* American Recovery and Reinvestment Act(ARRA)	Completed	Edit

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.



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*.

	American Recovery and Reinvestment Act(ARRA)	Note: The "Re-representation of Non-
Terms And Conditions	<ul> <li>Disaster Recovery</li> <li>E-Verify</li> <li>Re-representation of Non-Novated Merger/Acquisition</li> <li>Re-representation of Business Size</li> </ul>	Novated Merger/Acquisition" <u>cannot be combined</u> with any other mod sub type.

Submit Online Cancel

1

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).

## Description For Re-representation of Non-Novated Merger/Acquisition

Contract Begin Date : 2010-03-25

Please enter a detailed description of the Modification Request.

N/A



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.



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

~ H	ĸе	au	Ire	а		
	~~	-		-		

Туре	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

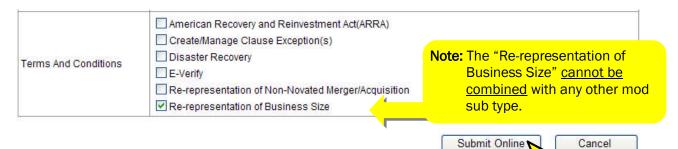
Save and Continue

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*.



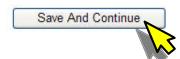
- b) Next the Corporate Information page will show up (not shown here). Click Save and Continue if the information is correct. Click Continue on the Information Saved screen (not shown here).
- c) On the **Description for Re-representation of Business Size** page enter a detailed description of the Modification 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



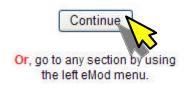


Save and Continue

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.



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

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

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



Save and Continue

## 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 <u>Upload</u> 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

Туре	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



**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.

epare your modification:	Company Name:	Acme Management Cond	cepts, Inc.				
Corporate Information	Contract Number:	GS07F0079W					
Additions	- Modification Type:	Add Labor Category Modification Type: Add Product(s) Add SIN					
Upload Documents		Add SIN					
Submit Request	UPLOAD DOCUMEN	NTS					
Complete Incomplete	Attach supporting documents to this eMod Upload all documents associated with your eMod.						
	eMod system accepts only the following file types. (doc, docx, xls, xlsx, pdf, txt, rtf, html, htm, xml, csv, ppt, ppt, jpg, jpg, gif, tif, tiff, bmp)						
	Please do not upload the Microsoft Excel files with more than one print area. Please do not upload documents with macros or embedded objects.						
	Please do not upload Microsoft Excel files which contain multiple worksheets. These files are not being converted correctly, eMod is resolving the process problem a which will enable multiple worksheets soon!						
	Only files of size less than	s of size less than or equal to 100.0 MB can be uploaded.					
	Documents						
	* Required						
	* What is the documer	nt type?	Vendor Defined				
	*Find document on yo	ur computer:	C:\Documents and Setting Browse				
	i ma accument on yo						
	*What is the documen	t name?	is Document				

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

Prepare your modification:	Company Name:	Acme Management Concepts, Inc.	
<ul> <li>Corporate Information</li> </ul>	Contract Number:	GS07F0079W	
Additions     Upload Documents	Modification Type:	Add Labor Category Add Product(s) Add SIN	
Submit Request	UPLOAD DOCUMENTS		
Complete	Attach supporting docume Upload all documents ass	ociated with your eMod.	
		licrosoft Excel files with more than one print area. Il or equal to 100.0 MB can be uploaded.	

Туре	Name	Status	Actions
Vendor Defined	Test	Uploaded	Delete
Vendor Defined		Not Uploaded	Upload



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.



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

Prepare your modification:	Company Name:	Acme Management Concepts, Inc.
<ul> <li>Corporate Information</li> </ul>	Contract Number:	GS07F0079W
✓ Additions	Modification Type:	Add Labor Category Add Product(s)
V Upload Documents		Add SIN
Submit Request		
Complete		CONFIRMATION
		Are you ready to submit this eMod?
		Alle you ready to submit this emody
		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.

Туре	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.

Туре	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.



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 <u>exit</u> 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 "<u>Submission Request Received</u>". 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 "<u>In Progress</u>". An "in Progress" Mod will have the "Edit" and "Withdraw" option.

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
WMEM2V5B	Selected Mod Actions	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	Joe Know	View Mod
LMXHY77	Selected Mod Actions	GS07F0079W	2010-03-31 15:35:40.693	In Progress	Jackie Jone	Edit Mod Withdraw Mod

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

Company Name:	Acme Management Concepts, Inc.		
Contract Number:	GS07F0079W		
Modification Type:	Add Labor Category Add Product(s) Add SIN		
	Event Log		
DUNS : 6056 Control ID : 6LM			
	reated/updated on 2010-03-31 15:35:40.693 by John Doe d on 2010-03-31 15:35		
	Close		

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

Company N	ame: Acme Managen	ent Concepts, Inc.	
	Contract Details DUNS : 605691807 Control ID : 6LMXHY77 Contract Number : G\$07F0079W Selected Mod Types Details		
	Sciected mod Types Details		
	Primary Types	Sub Types	



## 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.

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	2010-04-01 13:58:11.983	Actions Pending	John Doe	Edit Mod Withdraw Mod
XPTOKL9V	Selected Mod Actions	GS07F0079W	2010-04-01 16:01:08.47	Approved	John Doe	View Mo
FYD87FB3	Selected Mod Actions	GS07F0079W	2010-04-01 16:01:08.486	In Progress	John Doe	Edit Mod Withdraw Mod

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

Prepare your modification:	Company Name:	Acme Management	Concente Inc
			concepts, mc.
<ul> <li>Edit Modification Type</li> </ul>	Contract Number:	GS07F0079W	
✓ Corporate Information	Modification Type:	Add Labor Category Add Product(s)	
<ul> <li>Additions</li> </ul>		Add SIN	
✓ Upload Documents	CORPORATE INFO	ORMATION	
<ul> <li>Oproad Documents</li> </ul>	Is the information correct	t?	
✓ Submit Request	This information is taken	directly from Central Contractor F	Registration (CCR). If any of this information is incorrect, it must be
			Any changes will be reflected in eOffer in approximately 24 hours.
Complete Incomplete			
	DUNS Number:		123456789
	Type of Organization		Mutually Defined
	Common Parent DUN	S Number:	605691807
	Company Name:		ACME MANAGEMENT CONCEPTS INC
	Doing Business As (D	)BA):	
			Veteran Owned Business
			Service-Related Disabled Veteran Owned
	Business Type:		S Corporation
			Service Location
			Research Institution

- 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.

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	2010-04-01 13:58:11.983	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	2010-04-01 16:01:08.486	In Progress	John Doe	Edit Mod Withdraw Mod

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

### **CONFIRM WITHDRAW**

Are you sure you want to withdraw this Modification?



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

Submitted	Modifications

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	2010-04-07 11:49:24.416	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 11:57:5 79	Withdrawn	John Doe	View Mod

### 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.

D	Mod Actions	Contract	Last Update	Status	Assigned To	Actions	
SU PH		GS07F9713G	2008-10-28 14:50:06:55	Split	John Doe	View Mod	
9YQW094D	Selected Mod Actions	07F9713G	2008-10-28 14:50:25.083	In Progress	John Doe	Edit Mod	Withdraw Mod
EJQ1JTZS	Selected Mod Actions	07F9713G	2008-10-28 14:50:25.15	In Progress	, John Doe	Edit Mod	Withdraw Mod



## 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 (GSO7F0079W) 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 "<u>Provide Clarification</u>", click on that link.

D	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
SLMXHY77	Selected Mod Actions	GS07F0079W	2010-04-08 16:04:53.563	Actions Pending	John Doe	Edit Mod Withdraw Mod
KPTOKL9V	Selected Mod Actions	GS07F0079W	2010-04-01 16:01:08.47	Approved	John Doe	View Mod
YD87FB3	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:	Ac	me Management Concept	ts, Inc.			
Contract Number:	GSC	7F0079W				
Modification Type:	Add Cha Sen	Labor Category SIN nge in geographic coverage (scop ice Descriptive Change ate/Manage Clause Exception(s)	e)			
Exception Contrac	t Clauses submitted	by Vendor				
	t Clauses submitted be responded before 201	*				
All Regulations have to		*			Status	Action
All Regulations have to Clause Number	be responded before 201	10-04-10.			Status Incomplete	Action Respond
All Regulations have to Clause Number	be responded before 20* Title	10-04-10.	_	_		_
All Regulations have to Clause Number	be responded before 20* Title	10-04-10.	-	-		_
	be responded before 20* Title	10-04-10.	-	-		_
All Regulations have to Clause Number	be responded before 20* Title	10-04-10.	_	_		_



III - Creating & Submitting An eMod

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
Modification Type:	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
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
	ОК

d) To respond to a clarification request click on the "<u>Respond</u>" 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.

Instructions:	 	10 1 W 15		
<ol> <li>Your CO is requesting clarification of the exception you wish to take. The text you subm</li> <li>Read the CO comments and edit the text as it appears in the "revised exception" box. V</li> </ol>				mmenis regardi
Submitted Exception Text	Comr	nents From CO	/CS	
(a) Definition: "QUALIFICATION REQUIREMENT," as used in this cla Government requirement for testing or other quality assurance demonstration that must be co award. Test	A Req.	clarificatio	n for this clause	, till then
Enter Exception Clarification and Resubmit for <u>52.209-1</u> (Original)				
Enter Exception Clarification and Resubmit for <u>52.209-1</u> (Original) If approved, the information provided in this screen will appear on eLibrary for buyer(s) to view Revised Exception Text				
If approved, the information provided in this screen will appear on eLibrary for buyer(s) to view				
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 cla requirement for				



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 Add SIN Change in geographic coverage (scope) Service Descriptive Change Create/Manage Clause Exception(s)		
Exception Contrac	t Clauses submitted by Vendor		
All Regulations have to	be responded before 2010-04-10.		
and the second se		Status	Action
All Regulations have to	be responded before 2010-04-10.	Status Completed	Actio

f) A success message will be seen.

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS07F0079W
Modification Type:	Add Labor Category Add SIN Change in geographic coverage (scope) Service Descriptive Change 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>".

	Aodifications ID to view the eve	ent log for an Offe	r				
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 Add SIN Change in geographic coverage (scope) Service Descriptive Change Create/Manage Clause Exception(s)						
Sign Contract							
	ust be reviewed and accepted before signing.						
<del>i</del>							
h lana a l	Description	Antina					
Name	Description	Action					
Name Mod.pdf		Review					
Mod.pdf		Review					
Mod.p.df		Review					

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 Co Contract Number: GS07F0079W	icepts, inc.		
Contract Number: GS07F0079W			
	SIGN eMOE	)	
	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 "<u>Review and Accept</u>". Please note the option to reject the eMod at this point is still available.



III - Creating & Submitting An eMod

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

## REVIEW DOCUMENT

The following document must be reviewed and accepted before signing. Click Back to select a different document.

AMENDMENT OF SOLICITATION	ст	1.Contract ID Co	ode Pag 1	e of Pages		
mendment/Modification No. 3. Effective Date: 4. Req P0-0009 See 16C			uisition/Purchase Req. No. 5. Project		t No. (If Applicable) 874	
6. Issued By: General Service Adminis MANAGEMENT SERVICES CTR 400 15 ST S.W. (10FTP) AUBURN			411 WEST PEA	men) MGMT DIV (4FQ CHTREE STREET 30365 404-331		
Name and Address of Contractor (No. Streeet, County, State and Zip Code Acme Management Concepts, Inc. 6900 COLLEGEBLVD SUITE 1			9A Amendment of Soliciation No: 9B. Dated (See Item 11)			
OVERLAND PARK, KS 66211	1536		10A. Modification of Contract/Order No. GS=10F-0276R			

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).

	SIGN eMOD		
	The following documents must be reviewed and	accepted before signing.	
Documents *Required			
	of the second seco	Actions	
Name	Status	ACIIONS	
Name Standard Form 30	Accepted by John Doe	View	



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



- j) In the **Signed Modifications** section the status of the eMod will change to "<u>Awaiting CO</u> <u>esign</u>". 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.