User Guide – eOffer/eMod

Version 1.4

IV - Signature Process

Federal Acquisition Service
Contract Administration Division
Solicitation Services Tools

May 21, 2011

REVISION HISTORY

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

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4   SIGNATURE PROCESS

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

4.1   Reviewing and eSigning the Contract Package

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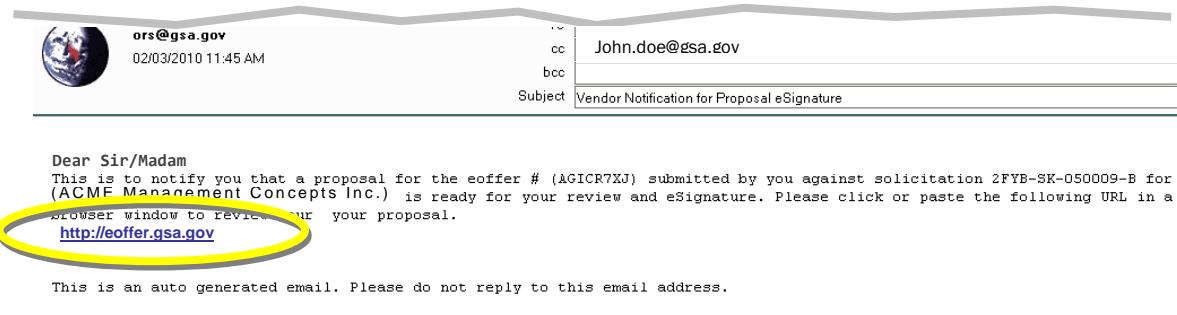

a) Click the **URL** in the email to begin the review and signature process.

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

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

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

MY eOFFERS ::   ACME MANAGEMENT CONCEPTS INC

New eOffers

Select Solicitation	Action
2BMS-BM-200808-B Refresh#21(Schedule 007BMS) ⌄	Submit Online

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

ID	Solicitation	Last Update	Status	Actions
Nothing found to display.				

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

ID	Solicitation	Last Update	Status	Actions
Nothing found to display.				

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

ID	Solicitation	Last Update	Status	Actions
AGICR7XJ	2FYB-SK-050009-B Refresh#2	2010-02-03 11:35:14.64	Ready for Vendor esign	View Offer Sign Package View Package
AGICR7XJ	2FYB-SK-050009-B Refresh#2	2010-02-03 11:34:12.376	Ready for Vendor esign	View Offer Sign Package View Package

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

Company Name:	Acme Management Concepts, Inc.		Status:	Read Only
Solicitation Number: 2FYB-SK-050009-B Refresh# 2	View PDF		Schedule Number: Schedule 07702

View Responses

Type	Name	Actions
Offer Response	Offer Response	Review
Form 1449	Form 1449	Review
Letters of Supply	Supply Letter	Review
Authorized Dealer(s) Information	Dealer Information	Review
Fire Or Casualty Safety Standards	Safety Standard	Review
Discounting Policies	Discount Policy	Review
Exceptions to Certs and Reps - 52.212-3	Exceptions	Review
First Article Testing and Approval	Article Testing	Review
ORCA Responses	Orca.pdf	Review
Authorized Dealer(s) Information	Dealer Information	Review

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

Company Name:	Acme Management Concepts, Inc.		Status:	Read Only
Solicitation Number: 2FYB-SK-050009-B Refresh# 2 | View PDF			Schedule Number: Schedule 07702	

View Package

View Sign Contract Package

Do you really want to view this contract package ?

Continue

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

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

VIEW eOFFER

The following documents must be reviewed and accepted before signing.

Documents
*Required

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

Exit

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

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

VIEW DOCUMENT

Standard Form 1449

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30			1. REQUISITION NUMBER		PAGE 1 OF
2. CONTRACT NO. GS07F0051W	3. AWARD/EFFECTIVE DATE Refer to 31c	4. ORDER NUMBER	5. SOLICITATION NUMBER 2FYB-SK-050009-B -- REFRESH #2		6. SOLICITATION ISSUE DATE 25 Jun 2009
7. FOR SOLICITATION INFORMATION CALL:	a. NAME 100 STREET1AND 2		b. TELEPHONE NUMBER (No collect calls)		8. OFFER DUE DATE/ LOCAL TIME
9. ISSUED BY 100 STREET1AND 2 STREETSTREE STERLING, VA, 20166	CODE		10. THIS ACQUISITON IS [X] UNRESTRICTED SET ASIDE: % FOR SMALL BUSINESS HUBZONE SMALL BUSINESS 8(A) NAICS: SIZE STANDARD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED [X] SEE SCHEDULE [ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION	12. DISCOUNT TERMS

Back   Exit

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

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

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

Company Name:	Acme Management Concepts, Inc.		Status:	Read Only
Solicitation Number:	2FYB-SK-050009-B Refresh# 2 | View PDF		Schedule Number:	Schedule 07702

Sign Contract

The following documents must be reviewed and accepted before signing.

Name	Description	Action
Offer.pdf		Review
Exceptions.doc		Review
Doc_From_CO.doc	Price From CO	Review
Discount_Policy.doc		Review
Supply_Letter.doc		Review
Safety_Standard.doc		Review
Article_Testing.doc		Review
Orca.pdf		Review
This_is_a_test_Dealer_Info_Doc.doc		Review

☐ All documents in the eOffer package have been reviewed.

Continue

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

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

E-SIGNATURE CONSENT

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

Exit   Accept

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

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

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

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

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

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

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

Documents
*Required

Name	Status	Actions
Standard Form 1449	**Accepted by John Doe**	View

[Save and Exit]   [Sign eOffer] <OR> [Reject eOffer]

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

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

SIGN eOFFER
Are you ready to sign this eOffer?

[Back]   [Confirm]

q) The success message will display.

Sign HandBack Success

Contract Package has been successfully Submitted for Signing Process.

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

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

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

New eOffers

Select Solicitation	Action
2BMS-BM-200808-B Refresh#21(Schedule 007BMS) ▾	Submit Online

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

ID	Solicitation	Last Update	Status	Actions
Nothing found to display.				

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

ID	Solicitation	Last Update	Status	Actions
Nothing found to display.				

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

ID	Solicitation	Last Update	Status	Actions
AGICR7XJ	2FYB-SK-050009-B Refresh#2	2010-02-03 14:57:14.28	Awaiting CO esign	[View Offer] [View Package]
AGICR7XJ	2FYB-SK-050009-B Refresh#2	2010-02-03 14:59:17.17	Processing Vendor esign	[View Offer] [View Package]

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

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

4.2 Rejecting the Contract Package

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

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

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

4.3   Downloading the Package (Windows Version)

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

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

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

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

d)   Click on the link "<u>Download my documents (Windows version)</u>".

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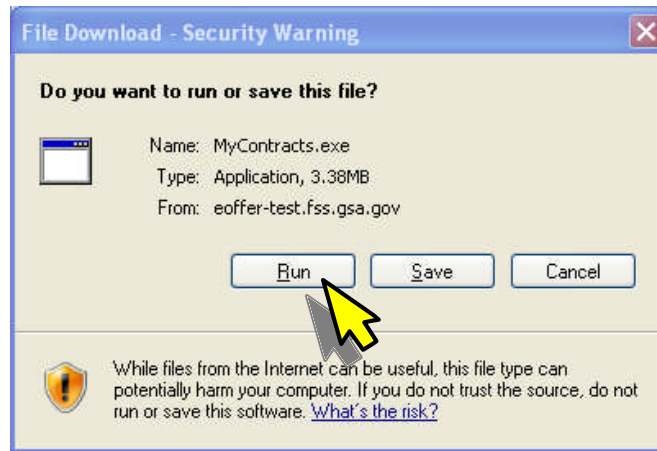
f) Click *Next*.

g) Click *Next*.
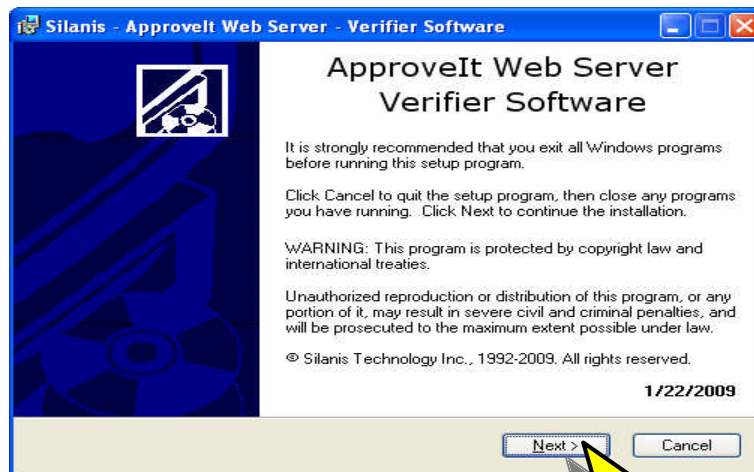
h) Click *Next*.
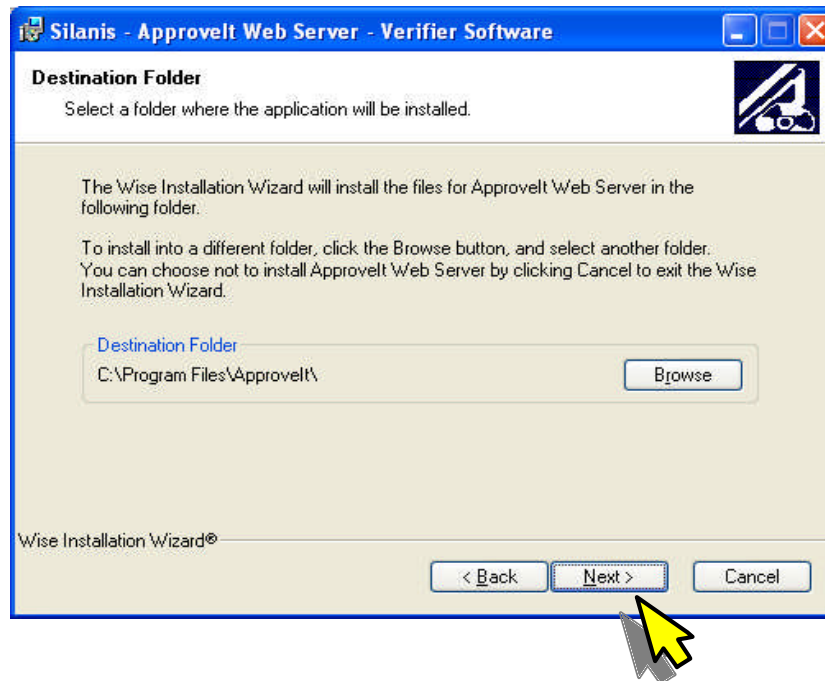
i) Click *Next*.
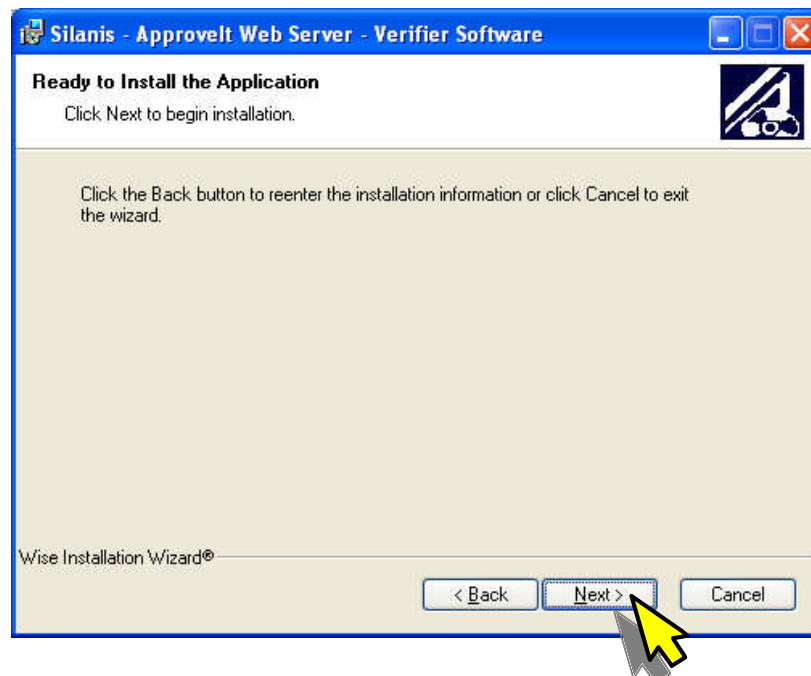
j)   The next screen will show you the installation progress.
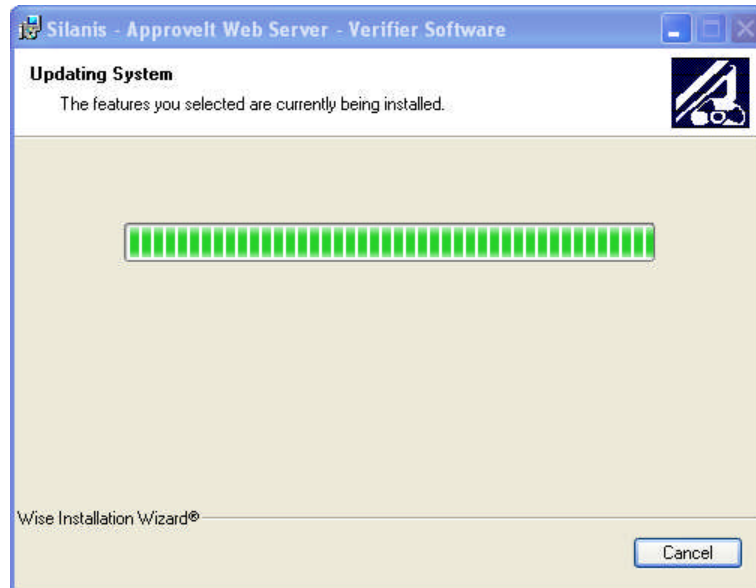
k)   After the installation you will see a "Approved Documents" short-cut on your desktop
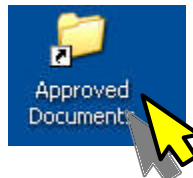
l)   Double click on this short-cut and you will see the pdf version of the **Form 1449** with all the contract details.

4.4   Downloading the Package (Non-Windows Version)

a) Click on the link Download my documents (Non-Windows version)
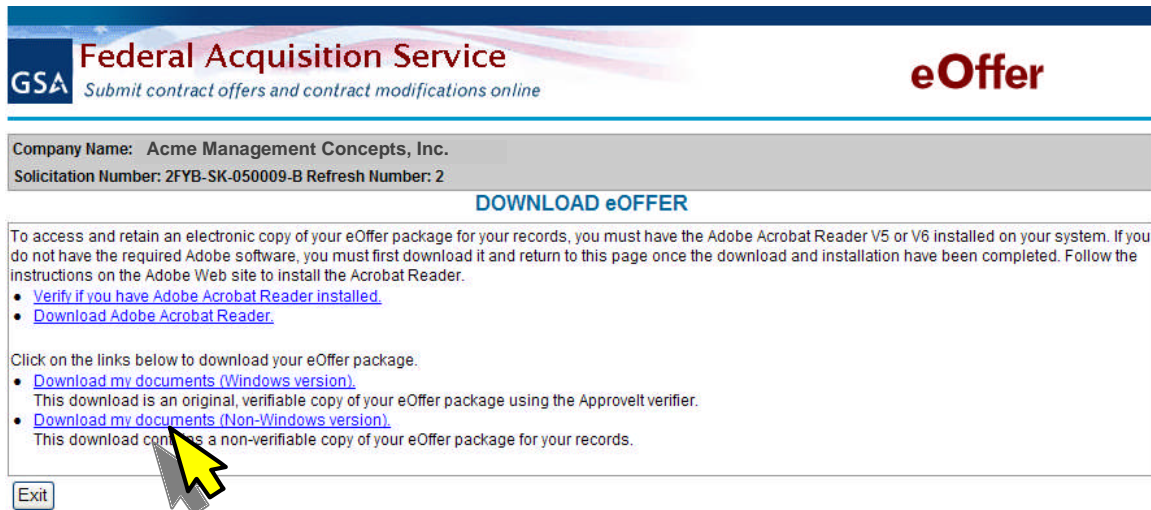
b) You will see a pop-up showing the **MyContracts.zip** file. Click **Save**.
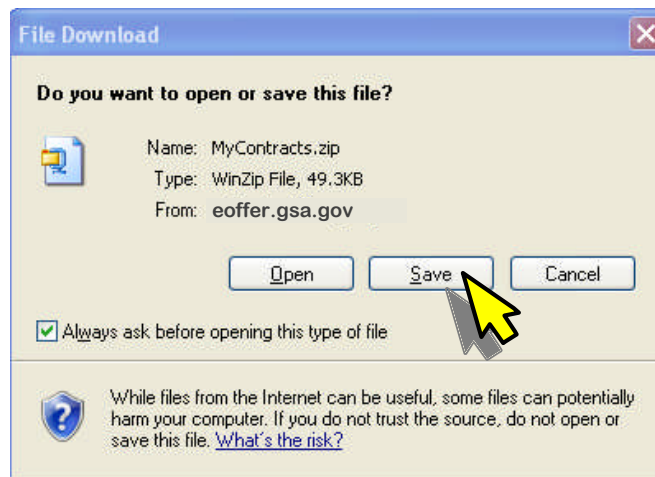
c) Select a location to download this zip file to your computer, and then click *Save*.
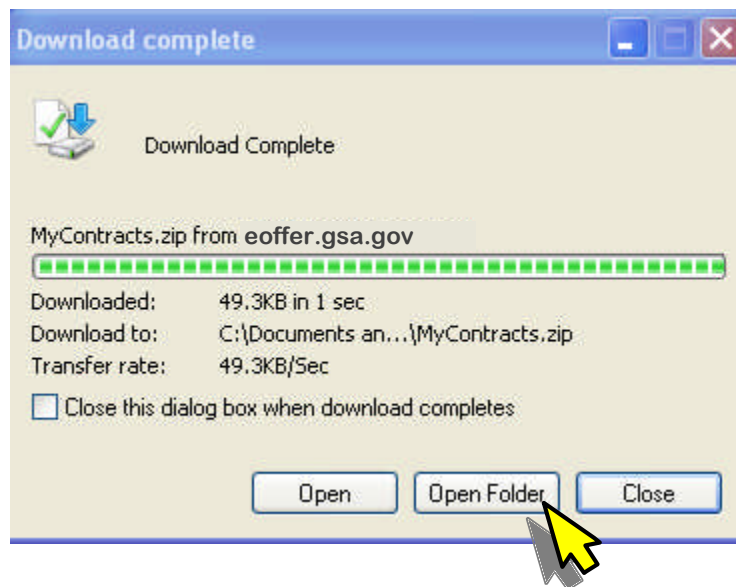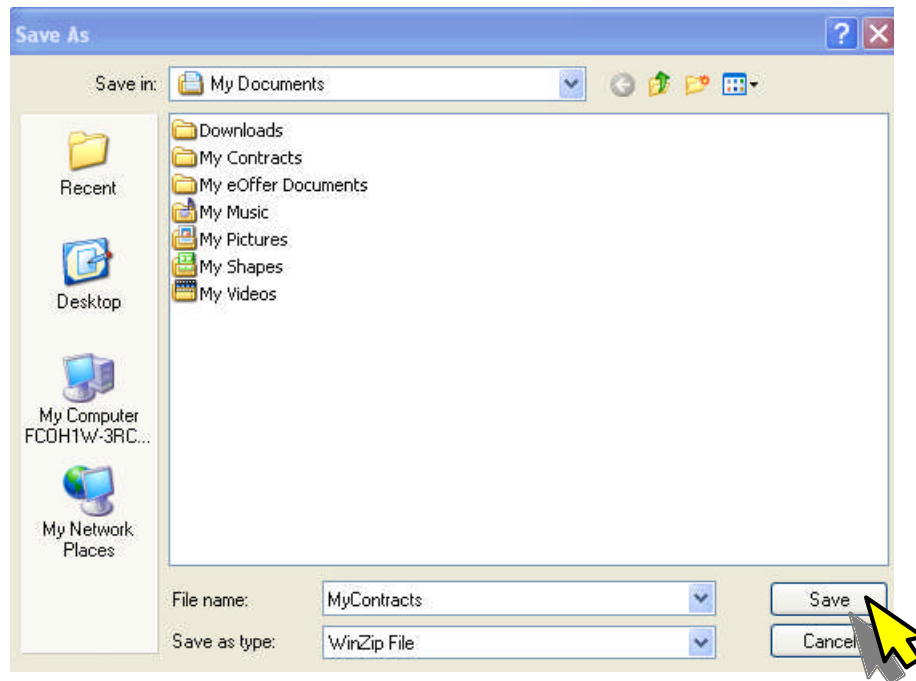
d) Once the download is complete click *Open Folder* and you will see the zip file.

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

Standard Form 1449
Adobe Acrobat Document
57 KB

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

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

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED   ☐ INSPECTED   ☒ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: ___SEE APPENDIX SHEET___

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

33. SHIP NUMBER	34. VC· ·R NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
☐ ARTIAL ☐ FINAL			☐ COMPLETE ☐ PARTIAL ☐ FINAL	

38. /R ACCOUNT NUMBER	39. ·UCHER NUMBER	40. PAID BY	
· la. I CERTIFY THIS ACCOUNT ·RRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY *(Print)*	
41b SIGNATURE AND TITLE OF CI ·ING OFFICER	41c. DATE	42b. RECEIVED AT *(Location)*	
		42c. DATE REC'D *(YY/MM/DD)*	42d. TOTAL CONTAINERS

STANDARD FORM 1449 (REV. 4/2002) **BACK**

Appendix

List of Approved Exceptions

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

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

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

List Of Contract Documents

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

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

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

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

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

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

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

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