

## eMod Mandatory Pilot

As of February 2<sup>nd</sup>, all contractors awarded under Schedules 03FAC, 66 and 874V, are required to submit all contract modification requests for any mod type available in the eMod application (described in more detail below) via eMod.

This web based application is customer-friendly and easy to use. It allows contractors to electronically prepare and submit their modification requests and serves as another step towards greening the contracting process.

Key points to remember:

- 1) All the information and training relating to the eMod system is located at the GSA Vendor Support Center (<http://vsc.gsa.gov>) and eOffer websites (<http://eoffer.gsa.gov>). Consistent with current practices, modification requests initiated via the eMod process must be submitted by an authorized contract representative. Under this new process, the authorized contract representative must obtain a digital certificate before initiating an eMod. A digital certificate is an electronic credential that identifies the individual, the organization and the web browser. No one will be able to enter a modification request into the eMod system without a current digital certificate. The following link will provide guidance on utilizing the eMod system, obtaining digital certificates, and using the eMod training guide: <http://eoffer.gsa.gov/compliCert.html>.
- 2) You are required to be an Authorized Negotiator, on the Contract, to access the Contract via eMod. If you are having problems accessing eMod:
  - a. If your offer was submitted via paper:**
    - i. You are probably not listed in the electronic system as an authorized negotiator. If you have your digital certificate and the system states that, "There are No Authorized Negotiator's on this Contract" please contact your contracting officer and have them add you as a negotiator. If a third party is maintaining your contract, make sure they are listed as a negotiator and have a valid digital certificate. The contracting officer will need your name and email address, as it appears on your digital certificate, to add you as an authorized negotiator.
  - b. If your offer was submitted electronically:**
    - i. You have a current digital certificate, and the system states, "You are not an Authorized Negotiator on this contract". Please contact the person in your company who is an authorized negotiator, to create a modification request, in eMod, to add you as a negotiator. If no one in your company is an authorized negotiator, please contact your contracting officer. If a third party is maintaining your contract, make sure they are listed as a negotiator and have a valid digital certificate. Both the contracting officer and/or the POC of your company will need your name and email address, as it

appears on your digital certificate, to add you as an authorized negotiator.

**c. If you still cannot access eMods:**

i. Please contact the eMod help desk at (866) 472-9114.

Two digital certificates will be issued per DUNS AT NO COST. Any number beyond 2 will be charged a minimal fee. It is important that 2 individuals per company have a digital certificate in case one is unavailable or leaves.

- 3) It will take between 7 and 14 days for a digital certificate to be issued. Please keep this in mind as the February 2<sup>nd</sup> effective date comes closer.
- 4) Digital certificates must be updated every 2 years.
- 5) It is imperative that affected contractors keep their digital certificates current. An expired digital certificate will delay the ability to submit an electronic modification.
- 6) Only certain types of modifications are affected by this change:

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

- 7) The documentation needed to request a modification IS NOT changing. The only change is that the request will come to GSA electronically through the e-Offer system and not by e-mail, fax or regular mail.
- 8) Through the e-Mod system, GSA will gain management visibility and increase awareness of modification requests which positively affects our contractors. The increased oversight that electronic contracting allows is but one way that GSA hopes to improve contract administration to the maximum benefit of our commercial partners.

Please contact the eOffer Help desk at 1-866-472-9114 or [eooffer@gsa.gov](mailto:eooffer@gsa.gov) with any questions you may have.