



GSA Federal Acquisition Services

User Guide – eOffer/eMod

Version 1.7

II – Creating & Submitting An eOffer

Federal Acquisition Service
Contract Administration Division
Solicitation Services Tools

November 19, 2011



REVISION HISTORY

VERSION	DATE	RELEASE	REVISION DESCRIPTION
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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
1.5	08/13/2011	1108	1108 Release
1.6	09/26/2011	1109	1109 Release
1.7	11/19/2011	1111	1111 Release



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2 ELECTRONIC OFFER – eOFFER

Eoffer is a web-based application that allows companies to electronically prepare and submit a Multiple Award Schedule (MAS) contract proposal to Federal Acquisition Service. It creates an interactive, secure electronic environment that simplifies the contracting process from submission of proposal to awards. eOffer enables a seamless transmission of data from the vendor community to the FAS contracting offices. Two types of offers can be submitted on the eOffer/eMod system:

- Contract Offers (eOffers)
- Express Offers (eOffers)

The Contract Offer or eOffer is the traditional method of submitting an offer electronically and is available for use on most GSA Multiple Award Schedules (MAS). The following topics in this section are about creating and submitting the regular eOffer.

Express eOffer is the method aimed at expediting the processing time of the electronic offer. Express eOffer is limited to a select group of Multiple Award Schedules (MAS) and SINS. For information on Express eOffers please see **V – Creating & Submitting an Express eOffer**.

2.1 Creating an eOffer

The Offer process has several basic steps that must be completed before it can be submitted. First, gather your company information and create the required documents for the solicitation before starting to complete the information in eOffer. To do this, you must download and read the solicitation that you are making an offer against and complete the required documents for the solicitation. Once this is completed enter the eOffer application (which requires a digital certificate for authentication), prepare the responses to the offer and submit your proposal. To sign into the eOffer application and create an offer, follow these steps:

- a) Go to the GSA eOffer/eMod homepage (www.eoffer.gsa.gov).
- b) Click the **Sign In** button under **Contract Offers (eOffers)**.



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 Effective November 1, 2011, the Multiple Award Schedule (MAS) Program will no longer accept Express offers. The MAS Express Pilot Program is coming to an end. Any offers submitted before or on October 31, 2011 will be reviewed and have an opportunity to go through the Express evaluation process. **NEW**

About eOffer

Learn More About:

- [eOffer](#)
- [Express Offers](#)
- [eMod](#)
- [Mandatory eMod Pilot](#)
- [Digital Certificates](#)
- [Authorized Negotiators](#)
- [Subcontracting Plan Model Template](#)
- [MAS Schedule Solicitations](#) **NEW**

Customer Assistance and Training:

- User Guides/Training
 - [eOffer/eMod User Guide](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Contact Us](#)
- [MAS 520 \(FABS\) and 599 \(TSS\) Contractors - Pricing Pilot](#) **NEW**

Notifications

- [Site Maintenance Schedule](#)

Before you Begin

If you are submitting an eOffer:

1. [Have you reviewed the solicitation you want to make an offer against?](#)
2. [Have you passed the "Pathways to Success" training?](#)
3. [Did you get your DUNS number?](#)
4. [Have you registered with CCR and with ORCA?](#)
5. [Have you applied for a digital certificate?](#)
6. If you have done all of the above, enter "eOffer" at the right.

If you are submitting an eMod:

1. [Do you already have a digital certificate?](#)
2. [Is your DUNS number and Contract number available?](#)
3. [Are you an authorized negotiator on the contract?](#)
4. You may now submit the mod...

System Access

Contract Offers (eOffers)

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

Sign In 

Contract Modifications (eMods)

- > Prepare and submit modification request
- > Continue working on saved modification request
- > 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

The system will verify access via digital certificate authentication. For detailed login information see section I - Getting Started - 1.6 - Accessing eOffer/eMod.

c) After successful login the **SIGN IN** page will appear

d) Select your DUNS number using the drop down arrow if you have previously entered it. If it is a new DUNS number, type it in the field below and click **Submit**. The **MY eOFFERS** screen will become visible.

e) In the **New eOffers** section, select the solicitation number against which the offer will be submitted from the drop down menu under **Select Solicitation**.

f) Click the **Submit Online** button.

Note: Quick links for your convenience.

The **Corporate Information** page is the first to display. However if there is an already existing contract for that schedule the following informational message will appear.

Informational Message

A Schedule Contract for DUNS **xxxx** already exists under Schedule **xxx**

A new offer for the same schedule and SIN, with the same DUNS, may not be submitted until year 14 of the existing contract (01/01/2013 for GS **xxx**).

Please contact your Contracting Officer or the eOffer help desk at eooffer@gsa.gov, or (866) 472-9114 if you have any further questions.

2.1.1 Corporate Information

- a) The **Corporate Information** page will be displayed with details pulled directly from the Central Contractor Registration (CCR) database. Verify that all information is correct.

<p>Prepare your eOffer:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Corporate Information <input type="checkbox"/> Negotiators <input type="checkbox"/> Goods/Services <input type="checkbox"/> Standard Responses <input type="checkbox"/> Solicitation Clauses <input type="checkbox"/> Upload Documents <input type="checkbox"/> Submit eOffer <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Incomplete 	<p>Company Name: Acme Management Concepts, Inc. Solicitation Number: 2FYB-SK-050009-B Refresh# View PDF Schedule Number: Schedule 07702</p> <p>CORPORATE INFORMATION</p> <p>Is the information correct? This information is taken directly from Central Contractor Registration (CCR). If any of this information is incorrect, it must be corrected through Central Contractor Registration (CCR). Any changes will be reflected in eOffer in approximately 24 hours.</p> <table border="1"> <tr><td>DUNS Number:</td><td>123456789</td></tr> <tr><td>Type of Organization:</td><td>Mutually Defined</td></tr> <tr><td>Common Parent DUNS Number:</td><td>123456789</td></tr> <tr><td>Company Name:</td><td>Acme Management Concepts, Inc.</td></tr> <tr><td>Doing Business As (DBA):</td><td></td></tr> <tr><td>Business Type:</td><td>Veteran Owned Business Service-Related Disabled Veteran Owned S Corporation Service Location Research Institution</td></tr> </table> <p>Company Address</p> <table border="1"> <tr><td>Street1:</td><td>21400 RIDGETOP CIR STE 210</td></tr> <tr><td>Street2:</td><td></td></tr> <tr><td>City:</td><td>STERLING</td></tr> <tr><td>State:</td><td>VA</td></tr> <tr><td>Zip/Postal Code:</td><td>201666511</td></tr> <tr><td>Country:</td><td>USA</td></tr> </table> <p>Mailing Address</p> <table border="1"> <tr><td>Company Name:</td><td>Acme Management Concepts, Inc.</td></tr> <tr><td>Street1:</td><td>21400 RIDGETOP CIRCLE SUITE 210</td></tr> <tr><td>Street2:</td><td></td></tr> <tr><td>City:</td><td>DULLES</td></tr> <tr><td>State:</td><td>VA</td></tr> <tr><td>Zip/Postal Code:</td><td>201666511</td></tr> <tr><td>Country:</td><td>USA</td></tr> </table> <p style="text-align: center;"> <input type="button" value="Sign Out and Correct Errors in CCR"/> <input type="button" value="Save and Continue"/> </p>	DUNS Number:	123456789	Type of Organization:	Mutually Defined	Common Parent DUNS Number:	123456789	Company Name:	Acme Management Concepts, Inc.	Doing Business As (DBA):		Business Type:	Veteran Owned Business Service-Related Disabled Veteran Owned S Corporation Service Location Research Institution	Street1:	21400 RIDGETOP CIR STE 210	Street2:		City:	STERLING	State:	VA	Zip/Postal Code:	201666511	Country:	USA	Company Name:	Acme Management Concepts, Inc.	Street1:	21400 RIDGETOP CIRCLE SUITE 210	Street2:		City:	DULLES	State:	VA	Zip/Postal Code:	201666511	Country:	USA
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Zip/Postal Code:	201666511																																						
Country:	USA																																						

Note: To view the Solicitation text, click the **View PDF** link at the top of the screen.

- b) If any information is not correct, click the button **Sign Out and Correct Errors in CCR**. This will return to the eOffer/eMod homepage. To access the CCR go to the link [“Have you registered with CCR and with ORCA?”](#) under the “Before You Begin” section. You may also click the CCR link given at the top of the Corporate Information page. After the corrections are made in CCR, the eOffer/eMod system will update in approximately 24 hours. You may continue to work on the eOffer while the updates occur.
- c) If the information is correct, click **Save and Continue** to move forward.
- d) The Information Saved screen appears indicating that the Corporate Information section has been completed (note green checkmark in left menu). Click on **Continue**. This will take you to the **“Add Negotiator(s)”** screen (shown on next page).

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.

Solicitation Number: 2FYB-SK-050009-B Refresh# 2 | [View PDF](#) Schedule Number: Schedule 07702

INFORMATION SAVED

The CORPORATE INFORMATION section is Completed.

[Continue](#)

Or, go to any section by clicking on the left eOffer menu.

Note: Do not use the “Back” button on the computer screen toolbar since it may lead to loss of data. Use the buttons at the bottom of each screen or click on sections under the **Prepare your eOffer** menu on the left to maneuver through the process.

2.1.2 Negotiators

All users that need to access the system to work on a particular eOffer will need to be added as Negotiators. Multiple Negotiators may be added one at a time if necessary. The Negotiator’s name and email address must be entered exactly as they appear on their digital certificate. For more information on how to verify this information please refer to section I– **Getting Started (Appendix A)**

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.

Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

* For this Offer, negotiator information is missing.
* Negotiators name and email should be exactly the same as in the digital certificate of that user.

Add Negotiator(s)

Offerors can add multiple negotiators. A minimum of one negotiator must have signature authority, but it is STRONGLY recommended to have at least two valid Negotiators. Negotiators without signature authority may prepare the eOffer but only negotiators with signature authority may submit the eOffer and sign the Contract.

Negotiators name and email should be exactly the same as in the digital certificate of that user.

*Required

*Name:	<input type="text" value="John Doe"/>
*Title:	<input type="text" value="Manager"/>
*Phone:	<input type="text"/>
If US (XXX-XXX-XXXX):	<input type="text" value="999-999-9999"/>
If International (free form text):	<input type="text"/>
*Email:	<input type="text" value="j.doe@amc.com"/>
Fax:	<input type="text"/>
If US (XXX-XXX-XXXX), If International (free form text):	<input type="text"/>
Role:	<input type="text" value="Negotiator - Authorized to sign"/>

[Add This Negotiator](#)

- a) To add a Negotiator fill in the mandatory fields indicated with an asterisk (*): Name, Title, Phone and Email. Select a Role you want to assign to this Negotiator and Click **Add This Negotiator**.

- b) A Negotiator can be assigned one of two roles i.e. “Authorized to sign” or “Not Authorized to sign”. In an eOffer there should be at least one Negotiator who is authorized to sign.
- c) Once a Negotiator is added it will be listed under “Your Negotiators”. If you need to add another Negotiator, click **Add New Negotiator** and repeat steps (a) and (b).

Prepare your eOffer:

- Corporate Information
- Negotiators**
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

AUTHORIZED NEGOTIATORS ?

Who will negotiate your eOffer?
Offerors can add multiple negotiators. A minimum of one negotiator must have signature authority, but it is STRONGLY recommended to have at least two valid Negotiators. Negotiators without signature authority may prepare the eOffer but only negotiators with signature authority may submit the eOffer and sign the Contract.

Your Negotiator(s)

Name	Role	Actions
John Doe	Authorized to sign	Edit Delete

- d) Repeat the process to add the desired number of Negotiators.

Prepare your eOffer:

- Corporate Information
- Negotiators**
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

AUTHORIZED NEGOTIATORS ?

Who will negotiate your eOffer?
Offerors can add multiple negotiators. A minimum of one negotiator must have signature authority, but it is STRONGLY recommended to have at least two valid Negotiators. Negotiators without signature authority may prepare the eOffer but only negotiators with signature authority may submit the eOffer and sign the Contract.

You John Doe

Name	Role	Actions
John Doe	Authorized to sign	Edit Delete
John Smith	Authorized to sign	Edit Delete

- e) A Negotiator can also be deleted or their information can be edited. Use the Edit and Delete links provided under the Actions column if needed.
- f) Once all the Negotiators have been added Click **Save and Continue**.

- g) The **Information Saved** screen will be displayed indicating that the Negotiator section is complete. Click **Continue** to move on to the next section.

Prepare your eOffer:

- ✓ Corporate Information
- ✓ **Negotiators**
- ! Goods/Services
- ! Standard Responses
- ! Solicitation Clauses
- ! Upload Documents
- ! Submit eOffer
- ✓ Complete ! Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

INFORMATION SAVED

The NEGOTIATOR INFORMATION section is Completed.

[Continue](#)

Or, go to any section on the left eOffer menu.

2.1.3 Goods/Services (SINs)

After adding the Negotiators the **Goods/Services** page will be displayed. The next step is to choose the Special Item Number(s) (SINs) to be contained in the offer. The SIN is the identifier for the type of goods or services being offered. Each offer may contain multiple SINs.

- a) Choose the SIN from the dropdown under the **Select SIN** field and click **Add SIN Details**.

Prepare your eOffer:

- ✓ Corporate Information
- ✓ **Negotiators**
- ! **Goods/Services**
- ! Standard Responses
- ! Solicitation Clauses
- ! Upload Documents
- ! Submit eOffer
- ✓ Complete ! Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FYB-SK-050009-B Refresh# 2 | [View PDF](#) Schedule Number: Schedule 07702

GOODS/SERVICES

What goods/services do you provide?
The GSA assigns all goods and services to SINs (Special Item Numbers).

You must add at least one SIN. You can add multiple SINs but one at a time.
*** Required**

Add SIN(s)

*Select SIN: 07702 04- Action: [Add SIN Details](#)

Your SIN(s)

Name	Description	Actions
No information entered in this section.		

- b) For grouped SINS choose the group from the dropdown and click **Select SIN Group**.

Prepare your eOffer:

- ✓ Corporate Information
- ✓ **Negotiators**
- ! **Goods/Services**
- ! Standard Responses
- ! Solicitation Clauses
- ! Upload Documents
- ! Submit eOffer
- ✓ Complete ! Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FABC-SK-200712-B Refresh# 1 | [View PDF](#) Schedule Number: Schedule 710

GOODS/SERVICES

What goods/services do you provide?
The GSA assigns all goods and services to SINs (Special Item Numbers).

You must add at least one SIN. You can add multiple SINs but one at a time.
*** Required**

Add SIN(s)

*Select SIN group: GRP 1 Action: [Select SIN Group](#)

Group	Description	Actions
No information entered in this section.		

- c) Choose the SIN from the dropdown and click **Add SIN Details**.

Note: To look up information on a particular SIN, go to the GSA elibrary link:
<http://www.gsaelibrary.gsa.gov/ElibMain/home.do>

The **ADD SIN (SPECIAL ITEM NUMBER) DETAILS** page will display. Fill in the mandatory fields (*):

- d) Click on the correct **NAICS Code** from the dropdown menu.
- e) Click on the correct **Scope** from the dropdown menu indicating the SIN’s scope.
- f) Fill in the **Estimated Sales** field with the projected annual sales to the government for that particular SIN chosen.
- g) Check Yes or No in the **Commercial Delivery Schedule** field, specifying the estimated delivery time.
- h) Check **Yes** or **No** in the **Cooperative Purchasing** field.
- i) To save the information click **Add This Sin**.

ADD SIN (SPECIAL ITEM NUMBER) DETAILS
 07702 06-
 *Required

***NAICS Code**
 NAICS is the North American Industry Classification System for classifying establishments by type of economic activity, emphasizing what your company does.
 What is the NAICS code for this SIN? 517110

***Scope**
 What is the Scope for this SIN? Contractor will provide domestic and overseas delivery

***Estimated Sales**
 What is your company's total projected annual sales to the Government under this SIN for the contract base period (excluding optional contract renewals)?
 What is the estimated sales for this SIN? 10000

***Commercial Delivery Schedule**
 Will delivery be within 30 days after receipt of order (ARO)?
 Yes No
 If no, within how many days?
 What is the expedited delivery time? (In Days)

Add This Sin

- j) The completed SIN will appear on the **Goods/Services** page.
- k) To add another SIN repeat the process as described in earlier steps

- l) To make changes, click **Edit**. To remove a SIN click **Delete**.
- m) Click **Save and Continue** when finished.

Prepare your eOffer:

- Corporate Information
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FYB-SK-050009-B Refresh# 2 | [View PDF](#) **Schedule Number:** Schedule 07702

GOODS/SERVICES
What goods/services do you provide?
The GSA assigns all goods and services to SINs (Special Item Numbers).

You must add at least one SIN. You can add multiple SINs but one at a time.
*** Required**

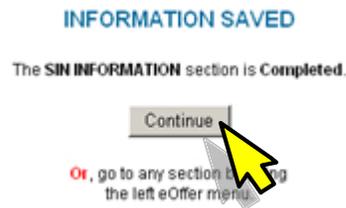
Add SIN(s)

*Select SIN	Action
07702 06-	<input type="button" value="Add SIN Details"/>

Your SIN(s)

Name	Description	Actions
07702 06	07702 06-	Edit Delete

- n) The **Information Saved** message will be displayed.



- o) Click **Continue** to move forward to the **Standard Responses**.

2.1.4 Standard Responses

In this section, review the following questions. Responses to all five are required.

a) Respond to all the listed questions and click **Save Response**.

<p>Prepare your eOffer:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Corporate Information <input checked="" type="checkbox"/> Negotiators <input checked="" type="checkbox"/> Goods/Services <input type="checkbox"/> Standard Responses <input type="checkbox"/> Solicitation Clauses <input type="checkbox"/> Upload Documents <input type="checkbox"/> Submit eOffer <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Incomplete 	<p>Company Name: Acme Management Concepts, Inc.</p> <p>Solicitation Number: 2FYA-WA-030003-B Refresh# 14 View PDF Schedule Number: Schedule 069</p> <hr/> <p style="text-align: center;">STANDARD RESPONSES</p> <p>*Required</p> <p>*Disaster Recovery Purchasing Program 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? <input type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>*Exceptions To Terms And Conditions Does the offeror take exception to any of the Terms and Conditions (Contract Clauses) presented in Part II of the Solicitation Document? If "Yes" is selected, the offeror must provide a justification for each contract clause taken as exception. The exception the offeror are requesting will be negotiated with the GSA Contracting Official(s). <input type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>*Exceptions To Orca Certs And Reqs (52.212-3) The offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications-Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference? (If 'No' is selected, the offeror must submit an attachment listing the paragraph(s) which have changed and identify, after each paragraph, what has changed. Please title the attachment 'Exceptions to Certs and Reqs-52.212-3.')</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>*American Recovery And Reinvestment Act 2009 🗨️ In order for Contractors to accept orders placed with funds, in whole or in part, allocated to the 'American Recovery and Reinvestment Act of 2009', clauses 52.203-15 and 52.204-11 must be incorporated by reference under clause 52.212-5. Contractors hereby agree to have clauses 52.203-15 and 52.204-11 in the contract. <input type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>*Employment Eligibility Verification (Jan 2009) 🗨️ As per the FAR, Clause 52.222-54, Employment Eligibility Verification (Jan 2009), Federal contractors and subcontractors are required to begin using the U.S. Citizenship and Immigration Services' E-Verify system to verify their employees' eligibility to legally work in the United States. <input type="radio"/> Yes <input type="radio"/> Not Applicable</p>
--	---



b) The **Information Saved** message is displayed. Click **Continue** and move onto the **Solicitation Clauses**.

<p>Prepare your eOffer:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Corporate Information <input checked="" type="checkbox"/> Negotiators <input checked="" type="checkbox"/> Goods/Services <input checked="" type="checkbox"/> Standard Responses <input type="checkbox"/> Solicitation Clauses <input type="checkbox"/> Exceptions <input type="checkbox"/> Upload Documents <input type="checkbox"/> Submit eOffer <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Incomplete 	<p>Company Name: Acme Management Concepts, Inc.</p> <p>Solicitation Number: FCXB-F4-020002-B Refresh# 29 View PDF Schedule Number: Schedule 520</p> <hr/> <p style="text-align: center;">INFORMATION SAVED</p> <p style="text-align: center;">The STANDARD RESPONSES section is Completed.</p> <p style="text-align: center;"><input type="button" value="Continue"/></p> <p style="text-align: center; color: red; font-size: small;">Or, go to any section by using the left eOffer menu.</p>
--	--

Note: If you respond, 'Yes' to "Exceptions to Terms and Conditions" an **Exceptions** section gets added in the left menu.

2.1.5 Solicitation Clauses

In this section, responses to solicitation clauses have to be completed. These **Clauses** are listed in the three (3) templates that are required.

a) Start with “Basic Information” template. Click on [Respond](#) link under the “Actions” column.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

SOLICITATION CLAUSES

Respond to all of the terms and conditions.
You must respond to all clauses before you can save this section.

Clauses

*Required

Template Name	Status	Actions
*Basic Information	Incomplete	Respond
*Point of Contacts Information	Incomplete	Respond
*Ordering Information	Incomplete	Respond

b) Click “Yes” or “No” to the Solicitation Clause questions and fill-in requested information.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

SOLICITATION CLAUSES

*Required

*Ordering Information (552.216-73 Alt II) ?
Offerors marketing through dealers are requested to indicate below whether those dealers will be participating in the proposed contract.
 Yes No

*Post Award SBPrep (52.219-28) ?
Contractor is a small business concern?
 Yes No

*under Contract number
under contract number

*under NAICS code
under NAICS code

*Representation for the Multiple Award Schedule Program ?
The Offeror represents that it is a current 8(a) Business Development Program participant, and that it wishes to be designated as such on the FSS Schedules E-Library and GSA Advantage!™ as well as the Federal Procurement Data System (FPDS).
 Yes No

[Add Basic Information](#)

c) Click **Add Basic Information** to move forward to the next template.

- d) The status for “Basic Information” will change to “Complete” under the “**Status**” column. The option to **Edit** or **Delete** is now available under the “**Actions**” column.

SOLICITATION CLAUSES

Respond to all of the terms and conditions.
You must respond to all clauses before you can save this section.

Clauses

* Required

Template Name	Status	Actions
*Basic Information	Complete	Edit Delete
*Point of Contacts Information	Incomplete	Respond
*Ordering Information	Incomplete	Respond

- e) In the “**Actions**” column, click on the **Respond** link, corresponding to the **Point of Contacts Information**.
- f) On the next screen you will add point of contact details for Contract Administration (required), Industrial Funding Fee (optional) and Marketing (optional).
- g) Under ***Select Point of Contact Information** choose from the dropdown and click **Add Point of Contact Details**.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: **Acme Management Concepts, Inc.**
 Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

POINT OF CONTACT INFORMATION ?

What is Point of Contact Information?
Addresses for the Contacts.

You can add multiple Point of Contact Information but one at a time.

Note:

- Atleast one Contract Admin POC is required (Domestic or Overseas)
- Contact for Marketing is optional
- Industrial Funding Fee is optional

* Required

Add Point Of Contact Information

*Select Point Of Contact Information	Action
<input type="text" value="Contact for Contract Administration (Domestic)"/>	<input type="button" value="Add Point of Contact Details"/>
<input type="text" value="Contact for Marketing"/>	
<input type="text" value="Contact for Contract Administration (Overseas)"/>	
<input type="text" value="Industrial Funding Fee"/>	
<input type="text" value="Contact for Contract Administration (Domestic)"/>	

h) Fill in all mandatory fields indicated with an asterisk (*).

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

CONTACT INFORMATION

Point Of Contact Information

*Required

Contact for Contract Administration (Domestic)
Who is designated to be contacted for prompt contract administration?

*Name:	John Doe
*Title:	Manager
*Address1:	123 Some Street
Address2:	
*City:	Any Town
*State:	
If US:	VA <input type="button" value="v"/>
If International:	
*Zip:	
If US (XXXX-XXXX) or (XXXX), If International (free form text):	22222
*Country:	UNITED STATES <input type="button" value="v"/>
*Phone:	
If US (XXX-XXX-XXXX),If International (free form text):	999-999-9999
Fax:	
If US (XXX-XXX-XXXX),If International (free form text):	
*Email:	j.doe@acme.com
DUNS:	

i) Click **Add Point of Contact Information**.

Note: Multiple points of contact can be added by repeating the steps.

The point of contact will be listed and can be [Edited](#) or [Deleted](#) from the “**Actions**” column.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

POINT OF CONTACT INFORMATION

What is Point of Contact Information?
Addresses for the Contacts.

You can add multiple Point of Contact Information but one at a time.

Note:

- Atleast one Contract Admin POC is required (Domestic or Overseas)
- Contact for Marketing is optional
- Industrial Funding Fee is optional

* Required

Add Point Of Contact Information

*Select Point Of Contact Information

Contact for Marketing

Your Point Of Contact Information

Name	Description	Actions
John Doe	Contact for Contract Administration (Domestic)	Edit Delete

j) Click the **Back To Solicitation Clauses** button. You will see the Point of Contacts Information status as complete.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

SOLICITATION CLAUSES

Respond to all of the terms and conditions.
You must respond to all clauses before you can save this section.

Clauses

* Required

Template Name	Status	Actions
*Basic Information	Complete	Edit Delete
*Point of Contacts Information	Complete	Edit Delete
*Ordering Information	Incomplete	Respond

k) The next template is **Ordering Information**. Click on [Respond](#) in the “**Actions**” column.

- l) Select **Remittance Address** or **Ordering Receipt Information** from the dropdown (both are required) and click on **Add Ordering Information Details**.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

ORDERING INFORMATION ?

What is Ordering Information?
Addresses for Ordering Information.

You can add multiple Ordering Information but one at a time.
***Required**

Add Ordering Information

*Select Ordering Information	Action
* Remittance Address	Add Ordering Information Details
* Remittance Address	
* Ordering Receipt Information	

No information entered in this section.

[Back To Solicitation Clauses](#)

- m) Fill in all mandatory fields (*) and click **Add Ordering Information**.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

ORDERING INFORMATION ?

***Required**

***Remittance Address**
The offeror is requested to include the postal mailing address(es) for the Remittance Address where paper form orders should be mailed.

*Company (Supplier) Name:	Acme Management Concepts
Attention:	
*Address1:	123 Some Street
Address2:	
*City:	Anytown
*State:	
If US:	VA
If International:	
*Zip:	
If US (XXXX-XXXX) or (XXXX). If International (free form text):	22222
*Country:	UNITED STATES
*Phone:	
If US (XXX-XXX-XXXX).If International (free form text):	999-999-9999
Fax:	
If US (XXX-XXX-XXXX).If International (free form text):	
*Email:	j.doe@acme.com

[Add Ordering Information](#)

- n) Repeat steps (2.1.5 (l) and (m)) for the **Ordering Receipt Information**.
- o) Select the choice for receiving orders, fill in the required (*) information and click **Add Ordering Information**.

ORDERING INFORMATION ?

*Required

***Ordering Receipt Information**

In accordance with the Placement of Orders clause of this solicitation, how would you like to receive orders placed by GSA's Federal Supply Service (FSS)

- Facsimile Transmission or
- Computer-to-Computer Electronic Data Interchange (EDI)

If **Facsimile transmission** is selected, you are requested to indicate the telephone number for the facsimile transmission equipment where orders should be forwarded.

What is your Fax number? If US (XXX-XXX-XXXX), If International (free form text):

999-999-9999

Or, if **computer-to-computer EDI** is selected, you are requested to indicate the name, address and telephone number of the representative to be contacted regarding establishment of an EDI interface.

What is your representative's contact information?

*Name:	<input type="text"/>
*Title:	<input type="text"/>
*Address1:	<input type="text"/>
Address2:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
If US:	<input type="button" value="v"/>
If International:	<input type="text"/>
*Zip:	<input type="text"/>
If US (XXXXX-XXXX) or (XXXXX), If International (free form text):	<input type="text"/>
*Country:	<input type="button" value="v"/>
*Phone:	<input type="text"/>
If US (XXX-XXX-XXXX),If International (free form text):	<input type="text"/>
Fax:	<input type="text"/>
If US (XXX-XXX-XXXX),If International (free form text):	<input type="text"/>
*Email:	<input type="text"/>

Add Ordering Information

p) All the added Ordering Information will be listed with the option to **Edit** or **Delete**.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

ORDERING INFORMATION

What is Ordering Information?
Addresses for Ordering Information.

You can add multiple Ordering Information but one at a time.
*** Required**

Add Ordering Information

*Select Ordering Information: Action:

Your Ordering Information

Name	Description	Actions
Acme Management Concepts	Remittance Address	Edit Delete
Facsimile Transmission	Ordering Receipt Information	Edit Delete

q) Click on **Back To Solicitation Clauses**. The status for the Ordering Information will change to **Complete** thereby completing the **Solicitation Clauses** section.

r) Click **Save and Continue**.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

SOLICITATION CLAUSES

Respond to all of the terms and conditions.
You must respond to all clauses before you can save this section.

Clauses

*** Required**

Template Name	Status	Actions
*Basic Information	Complete	Edit Delete
*Point of Contacts Information	Complete	Edit Delete
*Ordering Information	Complete	Edit Delete

s) The **Information Saved** screen is displayed. Click **Continue**.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

INFORMATION SAVED

The SOLICITATION CLAUSES section is Completed.

Or, go to any section by clicking the left eOffer menu.

- t) The **Upload Documents** screen will display, provided that you answered “No” to “**Exceptions to Terms and Conditions**” in the Basic template as shown below.

***Exceptions To Terms And Conditions**

Does the offeror take exception to any of the Terms and Conditions (Contract Clauses) presented in Part III of the Solicitation Document?(If “Yes” is selected, the offeror must provide a justification for each contract clause taken as exception. The exception the offeror are requesting will be negotiated with the GSA Contracting Official(s).)

Yes No

- u) Skip section **2.1.6 Clause Exceptions** and move on to section **2.1.7 Upload Documents** if you **did not take any Exceptions**.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
 Solicitation Number: FCXB-F4-020002-B Refresh# 34 | [View PDF](#) Schedule Number: Schedule 520

UPLOAD DOCUMENTS

Attach supporting documents to this eOffer.
 Upload all documents associated with your eOffer.
 Some of the attachments are required based on the responses provided in other templates.
 Please do not upload the Microsoft Excel files with more than one print area.
 Only files of size less than or equal to **100.0 MB** can be uploaded..

Documents

*** Required**

Type	Name	Status	Actions
* Address Of Supply And Service Point		Not Uploaded	Upload
* Discounting Policies		Not Uploaded	Upload
* Exceptions to Certs and Reqs - 52.212-3		Not Uploaded	Upload
* Freight Classification Description		Not Uploaded	Upload
* Offered Pricing		Not Uploaded	Upload
* Pricing Proposal		Not Uploaded	Upload
Commercial Pricelist		Not Uploaded	Upload
Dealers/Manufacturers Names		Not Uploaded	Upload
Other (optional-offeror defined)		Not Uploaded	Upload
Subcontracting Plan (If Large Business)		Not Uploaded	Upload
Supporting documentation for ing next		Not Uploaded	Upload

[Save and Continue](#)

2.1.6 Clause Exceptions

If you answered “Yes” to “Exceptions to Terms and Conditions” on the Solicitation **Clauses Basic Information** page as shown below, the **Exceptions** section will need to be completed after the **Solicitation Clauses** section is complete.



- a) You will be presented with a list of contract clauses for taking exception(s). Select the **Regulation(s)** by clicking the check box. Then click the **Select Regulations** button.

- Goods/Services
- Solicitation Clauses
- Exceptions**
- Upload Documents
- Submit eOffer
- Complete Incomplete

Available list of contract clauses for taking exception(s)

Select Clause Number	Title
<input type="checkbox"/> 52.203-1	DEFINITIONS (JUL 2004)
<input type="checkbox"/> 52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (DEC 2008)
<input type="checkbox"/> 52.203-15	WHISTLEBLOWER PROTECTIONS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (MAR 2009)
<input type="checkbox"/> 52.203-3	GRATUITIES (APR 1984)
<input type="checkbox"/> 52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I -- OCT 1995)
<input type="checkbox"/> 52.204-11	AMERICAN RECOVERY AND REINVESTMENT ACT-REPORTING REQUIREMENTS (MAR 2009)
<input type="checkbox"/> 52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (JULY 2008)
<input type="checkbox"/> 52.212-4	CONTRACT TERMS AND CONDITIONS -- COMMERCIAL ITEMS (MAR 2009)
<input type="checkbox"/> 52.212-4	CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION II - MAR 2007)
<input type="checkbox"/> 52.212-5	CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAY 2009) (ALTERNATE II -MAY 2009)
<input checked="" type="checkbox"/> 52.216-19	DELIVER ORDER LIMITATIONS (OCT1995) (DEVIATION -- JAN 1994)
<input type="checkbox"/> 52.219-28	POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (APR 2009)
<input type="checkbox"/> 52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS (MAY 2004)
<input type="checkbox"/> 52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES (FEB 1997)
<input type="checkbox"/> 52.222-19	CHILD LABOR--COOPERATION WITH AUTHORITIES AND REMEDIES (AUG 2007)

Note: If you need to view the clause you can click on the Clause Number which is given as a link. The clause body will open up in a separate window as a pdf document

- b) On the next screen you will see an “**Exceptions Text**” box as well as the “**Excerpt From Clause**” box.
- c) Notice that now you have an **Exceptions** section in your eOffer menu on the left. Review the Instructions. To view the clause click on the [Clause](#) link.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions**
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.

Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) **Schedule Number:** Schedule 520

Exception Text to the regulation [52.216-19](#) (Deviate)

Instructions:

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

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

Excerpt From Clause:

This box is where text you wish to edit will be pasted.

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

Exception Text:

This box is where you will perform your edits after you press 'Ready To Edit'.

- d) The clause body will open up as a pdf file. Highlight and copy (Ctrl+C) the text for which the exception is being taken (as demonstrated below).

52.216-19 DELIVERY ORDER LIMITATIONS (DEVIATION—JAN 1994) FSS A/L FC-94-2

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$100, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The total dollar value (exclusive of discounts for prompt payment) of any order placed under this contract shall not exceed \$*****100,000****.

(c) The Contractor shall not accept or fulfill any order that exceeds the maximum order limitations set forth herein. Violation may result in termination of the contract pursuant to the default clause.

e) Click in the **Excerpt From Clause** box and do **Ctrl+V**. The text will get copied.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDE](#)
Schedule Number: Schedule 520

Exception Text to the regulation 52.216-19 (Deviate)

Instructions:

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

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

Excerpt From Clause:

(a) Minimum order. When...
 by this contract in an...
 amount of less than \$10...
 the Contractor obligated...
 to furnish, those supp...

Windows Internet Explorer

This will update any exceptions already Taken or entered

OK Cancel

Ready To Edit

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

Exception Text:

This box is where you will perform your edits after you press 'Ready To Edit'.

f) Click the **Ready To Edit** button. A pop up will display. Click **OK** and the text will be replicated in the **Exception Text** box.

- Prepare your eOffer:
- Corporate Information
 - Negotiators
 - Goods/Services
 - Standard Responses
 - Solicitation Clauses
 - Exceptions
 - Upload Documents
 - Submit eOffer
 - Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

Exception Text to the regulation [52.216-19 \(Deviate \)](#)

Instructions:

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

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

Excerpt From Clause:

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$100, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

Change and Edit

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

Exception Text:

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$100, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

Back to List

Save Exception Text

Continue To Next

- g) Make the changes in the **Exception Text** box and **click Save Exception Text**. The application will move on to the next Regulation. Repeat the process. If exception is being taken to only one Regulation the Save And Continue button will be seen instead of the Save Exception Text.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

Exception Text to the regulation [52.216-19](#) (Deviate)

Instructions:

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

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

Excerpt From Clause:

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$100, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

Change and Edit

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

Exception Text:

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$100, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

Back to List

Save Exception Text

Continue To Next

- h) If you click the **Back to List** button the list of contract clauses will be displayed (shown in 2.1.6 a). You will notice that your Exception clauses will be at the top of the list now with the option to Edit or Delete.
- i) Click **Save and Continue**, when done with all the exceptions.

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FYB-SK-050009-B Refresh# 2 | [View PDF](#) Schedule Number: Schedule 07702

Available list of contract clauses for taking exception(s)

Select Clause Number	Title	Action
<input checked="" type="checkbox"/> 52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (JUL 2004)	Edit Delete
<input checked="" type="checkbox"/> 52.216-19	DELIVER ORDER LIMITATIONS (OCT1995) (DEVIATION -- JAN 1994)	Edit Delete
<input type="checkbox"/> 52.202-1	DEFINITIONS (JUL 2004)	
<input type="checkbox"/> 52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (DEC 2008)	
<input type="checkbox"/> 52.203-15	WHISTLEBLOWER PROTECTIONS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (MAR 2009)	
<input type="checkbox"/> 52.203-3	GRATUITIES (APR 1984)	
<input type="checkbox"/> 52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I -- OCT 1995)	
<input type="checkbox"/> 52.204-11	AMERICAN RECOVERY AND REINVESTMENT ACT-REPORTING REQUIREMENTS (MAR 2009)	



j) Click **Continue** to move on to the **Upload Documents** section.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

INFORMATION SAVED
The EXCEPTIONS section is Completed.

Or, go to any section by clicking on the left eOffer menu.

2.1.7 Upload Documents

The Upload Documents screen enables the addition of supporting documentation to the eOffer. This is the final step prior to submitting the eOffer. The mandatory documents required for all eOffers are indicated with an asterisk (*). This list will change depending on the solicitation requirements. If an additional document needs to be uploaded, please use **Other (optional-offeror defined)** category. Note the instructions for Uploading Documents.

- a) Click the Upload link against the category for which you need to attach the document.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
 Solicitation Number: FCXB-F4-020002-B Refresh# 34 | [View PDF](#) Schedule Number: Schedule 520

UPLOAD DOCUMENTS

Attach supporting documents to this eOffer
 Upload all documents associated with your eOffer.
 Some of the attachments are required based on the responses provided in other templates.
 Please do not upload the Microsoft Excel files with more than one print area.
 Only files of size less than or equal to **100.0 MB** can be uploaded..

Documents

*** Required**

Type	Name	Status	Actions
* Address Of Supply And Service Point		Not Uploaded	Upload
* Discounting Policies		Not Uploaded	Upload
* Exceptions to Certs and Reqs - 52.212-3		Not Uploaded	Upload
* Freight Classification Description		Not Uploaded	Upload
* Offered Pricing		Not Uploaded	Upload
* Pricing Proposal		Not Uploaded	Upload
Commercial Pricelist		Not Uploaded	Upload
Dealers/Manufacturers Names		Not Uploaded	Upload
Other (optional-offeror defined)		Not Uploaded	Upload
Subcontracting Plan (If Large Business)		Not Uploaded	Upload
Supporting documentation for ing next		Not Uploaded	Upload

b) Click **Browse** to locate documents to be attached.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
 Solicitation Number: FCXB-F4-020002-B Refresh# 34 | [View PDF](#) Schedule Number: Schedule 520

UPLOAD DOCUMENTS

Attach supporting documents to this eOffer
 Upload all documents associated with your eOffer.

eOffer system accepts only the following file types.
 (doc, docx, xls,xlsx, pdf, txt, rtf, html, htm, xml, csv, ppt, pptx, jpg, jpeg, 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. eOffer is resolving the process problem which will enable multiple worksheets soon!

Only files of size less than or equal to **100.0 MB** can be uploaded.

Documents

* Required

* What is the document type?	Address Of Supply And Service Point
* Find document on your computer	C:\Documents and Settings [Browse...]
What is the document name?	Supply Address

Back to Upload Documents Upload This Document

- c) Select the document you need to upload and click **Open**. (Not shown here)
- d) Enter the name of the document in the “**What is the document name?**” field.

Note: Give it a relevant name, does not have to be the file name.

e) Click on **Upload This Document** to add the document. This will take you back to the **Upload Documents** screen.

- f) You will notice that the “**Status**” of the document will change to **Uploaded** and in the “**Actions**” column there will be an option to [Delete](#) the uploaded document. The document can also be reviewed by clicking the file name which will appear as a hyperlink.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
 Solicitation Number: FCXB-F4-020002-B Refresh# 34 | [View PDF](#) Schedule Number: Schedule 520

UPLOAD DOCUMENTS

Attach supporting documents to this eOffer
 Upload all documents associated with your eOffer.
 Some of the attachments are required based on the responses provided in other templates.
 Please do not upload the Microsoft Excel files with more than one print area.
 Only files of size less than or equal to **100.0 MB** can be uploaded.

Documents

*** Required**

Type	Name	Status	Actions
* Address Of Supply And Service Point	Supply Address	Uploaded	Delete
* Discounting Policies		Not Uploaded	Upload
* Exceptions to Certs and Reps - 52.212-3		Not Uploaded	Upload
* Freight Classification Description		Not Uploaded	Upload
* Offered Pricing		Not Uploaded	Upload
* Pricing Proposal		Not Uploaded	Upload
Commercial Pricelist		Not Uploaded	Upload
Dealers/Manufacturers Names		Not Uploaded	Upload
Other (optional-offeror defined)		Not Uploaded	Upload
Subcontracting Plan (If Large Business)		Not Uploaded	Upload
Supporting documentation for ing next		Not Uploaded	Upload

- k) Repeat the process to upload all the required documents as well as any optional ones.



l) Once all the required documents have been added click **Save and Continue**.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 34 | [View PDF](#) **Schedule Number:** Schedule 520

UPLOAD DOCUMENTS
Attach supporting documents to this eOffer
 Upload all documents associated with your eOffer.
 Some of the attachments are required based on the responses provided in other templates.
 Please do not upload the Microsoft Excel files with more than one print area.
 Only files of size less than or equal to **100.0 MB** can be uploaded..

Documents
 * Required

Type	Name	Status	Actions
* Address Of Supply And Service Point	Supply Address	Uploaded	Delete
* Discounting Policies	Discount Policy	Uploaded	Delete
* Exceptions to Certs and Reps - 52.212-3	Cert Exception	Uploaded	Delete
* Freight Classification Description	Freight Description	Uploaded	Delete
* Offered Pricing	Price Offer	Uploaded	Delete
* Pricing Proposal	Price Proposal	Uploaded	Delete
Commercial Pricelist		Not Uploaded	Upload
Dealers/Manufacturers Names		Not Uploaded	Upload
Other (optional-offeror defined)	Other Info Doc One	Uploaded	Delete
Other (optional-offeror defined)		Not Uploaded	Upload
Subcontracting Plan (If Large Business)		Not Uploaded	Upload
Supporting documentation for ing next		Not Uploaded	Upload

m) A confirmation screen will appear indicating that the **Attachment Information** section is completed. Click **Continue** to begin the process of submitting the eOffer.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) **Schedule Number:** Schedule 520

INFORMATION SAVED
 The ATTACHMENT INFORMATION section is Completed.

Or, go to any section by clicking the left eOffer menu.

2.1.8 Submit eOffer

Note: If there is a “Temporary Extension” or “Exercise an Option” eMod initiated on the existing contract the following message will display at the time of eOffer submission.

CONFIRMATION

We have determined that you have both a New Offer and a **“Temporary Extension”** or **“Exercise an Option”** eMod initiated on your existing contract. You can only have one contract on the same schedule.

Do you want to continue with the new offer or the mod?

If you choose the New Offer, we will close your eMod.
If you choose the mod, we will close your eOffer.

Once you click ‘Yes’, the existing contract for this Schedule will be terminated.

Or, go to any section by clicking on the left eOffer menu.

- a) Click **“Yes”** if you decide to continue with the new offer. Click **“No”** if you decide to discontinue with the new offer and do the eMod instead.
- b) A confirmation message will be displayed asking if you are ready to submit the eOffer. Click **“Yes”** if you are ready to submit.

- Prepare your eOffer:**
- Corporate Information
 - Negotiators
 - Goods/Services
 - Standard Responses
 - Solicitation Clauses
 - Exceptions
 - Upload Documents
 - Submit eOffer
 - Complete Incomplete

Company Name: Acme Management Concepts, Inc. Schedule Number: Schedule 520
 Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#)

CONFIRMATION

Are you ready to submit this eOffer?

Or, go to any section by clicking on the left eOffer menu.

- c) If you click **“Yes”** the Final Review screen will be displayed.



- d) Review the documents attached earlier in the eOffer process by clicking on the [Review](#) link. Ensure accuracy of all documents.

- Prepare your eOffer:**
- Corporate Information
 - Negotiators
 - Goods/Services
 - Standard Responses
 - Solicitation Clauses
 - Exceptions
 - Upload Documents
 - Submit eOffer
 - Complete Incomplete

Company Name: **Acme Management Concepts, Inc.**
 Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

FINAL REVIEW OF eOFFER

It is recommended that the following documents be reviewed before submitting this eOffer.
 Or, go to any section by using the left eOffer menu.

Type	Name	Actions
Offer Response	Offer Response	Review
Form 1449	Form 1449	Review
Commercial Pricelist	Price List	Review
Discounting Policies	Discounts	Review
Pricing Proposal	Pricing Doc	Review
Offered Pricing	Offered Price	Review
Address Of Supply And Service Point	Address Doc	Review
Freight Classification Description	Freight Doc	Review
Exceptions to Certs and Reqs - 52.212-3	Test	Review
ORCA Response	ORCA Response	Review

Disclaimer

***Required**

In submitting an offer electronically, Offeror responses will be considered by the Government to have the full force and effect of law as if the Offeror entered the responses directly on a printed solicitation (RFP). Offeror is strongly encouraged to read the solicitation (RFP) section(s) corresponding to the E-Offer question(s).

*Offeror has reviewed the ORCA response document and understands that ORCA response will be submitted in the eOffer.

Yes No

*Offeror has downloaded the RFP from [FedBizOpps](#) , and has read and understands the clauses and provisions that require Offeror responses.

Yes No

- e) Read the **Disclaimer** carefully and select “**Yes**” for both statements (if in agreement) and click **Continue**.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

FINAL REVIEW OF eOFFER

It is recommended that the following documents be reviewed before submitting this eOffer.
Or, go to any section by using the left eOffer menu.

Type	Name	Actions
Offer Response	Offer Response	Review
Form 1449	Form 1449	Review
Commercial Pricelist	Price List	Review
Discounting Policies	Discounts	Review
Pricing Proposal	Pricing Doc	Review
Offered Pricing	Offered Price	Review
Address Of Supply And Service Point	Address Doc	Review
Freight Classification Description	Freight Doc	Review
Exceptions to Certs and Reqs - 52.212-3	Test	Review
ORCA Response	ORCA response	Review

Disclaimer

***Required**
In submitting an offer electronically, Offeror responses will be considered by the Government to have the full force and effect of law as if the Offeror entered the responses directly on a printed solicitation (RFP). Offeror is strongly encouraged to read the solicitation (RFP) section(s) corresponding to the E-Offer question(s).

*Offeror has reviewed the ORCA response document and understands that ORCA response will be submitted in the eOffer.
 Yes No

*Offeror has downloaded the RFP from [FedBizOpps](#) , and has read and understands the clauses and provisions that require Offeror responses.
 Yes No

- f) The system will verify the name and email ID of the Negotiators. This information is displayed on the **Negotiator & Digital Certificate Details** page. Ensure the information is correct.

- g) If the information is not correct, it will be indicated under the “**Status**”. Go back to the **Negotiators** section and make corrections and click **Submit Offer**.

Prepare your eOffer:

- Corporate Information
- Negotiators**
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Exceptions
- Upload Documents
- Submit eOffer**
- Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Solicitation Number: FCXB-F4-020002-B Refresh# 29 | [View PDF](#) Schedule Number: Schedule 520

NEGOTIATOR & DIGITAL CERTIFICATE DETAILS

[Information about the user who created the offer :](#)
Name : Jane Hathoway
Email : j.hathoway@amc.com

Negotiator Details	Digital Certificate Details	Status
Bill Smith b.smith@amc.com Authorized to sign	Bill Smith b.smith@amc.com	Certificate Information exists
John Doe j.doe@amc.com Authorized to sign		No matching Certificate found

Note :
Negotiators name and email should be exactly the same as in the digital certificate of that user.

* indicates the Creator

- h) A success message will be displayed as shown below after the eOffer is submitted.

SUCCESS

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

You may now [exit](#) the application

OR

Click the link [My eOffers](#) to go to your inbox

- i) Exit the application or go to the inbox by clicking the appropriate link.



- j) The status eOffer will change to “Offer Received” on the **My eOffers** homepage under **Submitted eOffer** (shown on next page).

MY eOFFERS :: Acme Management Concepts, Inc.

New eOffers

Select Solicitation	Action
2BMS-BM-200808-B Refresh#21(Schedule 007BMS) ▾	<input type="button" value="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
AGICR7XJ	2FYB-SK-050009-B Refresh#2	2010-01-28 15:45:17.15	Offer Received.	<input type="button" value="Edit Offer"/> <input type="button" value="Withdraw Offer"/>

- k) After successful submission of the eOffer the vendor will receive an automated email indicating the receipt of the eOffer. A sample email is shown below.



Look at the Event Log to view the history of a submitted eOffer.

- l) On the **My eOffers** homepage, click on the number located in the “ID” column under **Submitted eOffers**.

MY eOFFERS :: Acme Management Concepts, Inc.

New eOffers

Select Solicitation	Action
2BMS-BM-200808-B Refresh#21(Schedule 007BMS) ▾	<input type="button" value="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
AGICR7XJ	2FYB-SK-050009-B Refresh#2	2010-01-28 16:02:07.136	Offer Received.	<input type="button" value="Edit Offer"/> <input type="button" value="Withdraw Offer"/>



Note: After the submission of an eOffer, it is still possible to Edit or Withdraw the eOffer.

m) The **Event Log** will be displayed. Click **Close** when done.

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FYB-SK-050009-B Refresh# 2 | [View PDF](#) Schedule Number: Schedule 07702

Event Log

DUNS : 605691807
Control ID: AGICR7XJ

- The eOffer is created/updated on 2010-01-28 16:02:07.136 by Sherali Shermohamad
- eOffer received on 28 Jan 2010

n) Once the eOffer is received, it will be assigned to a Contract Officer (CO) or a Contract Specialist (CS) and a **New Offer Welcome Letter** will be generated once the processing begins. An example of such a letter is shown below.

Dear John Doe

Welcome to the Greater Southwest Acquisition Center (7QS). This is to notify you that we received your offer 39721 under the Solicitation No. FCIZ-MB-102209-B, on 11 Oct 2011 and to briefly explain what will happen in the coming weeks.

Your offer has been assigned to Contract Specialist, **William B. Honesty**. This individual will be your point of contact for any questions.

Based on the specific services or products you offer, the contract specialist will coordinate your offer, if necessary, among a team of contracting officials. Your offer is reviewed to ensure you complied with solicitation instructions. The contract specialist will either contact you via telephone, e-mail or letter notifying you of deficiencies associated with your offer. Once all administrative issues are addressed, the contract specialist will continue the review to determine that you are a responsible contractor and the prices you offer are fair and reasonable. Once this review is completed and all administrative issues are addressed, the contract specialist will contact you to begin negotiations, if necessary. Upon completion of any negotiation, the contract specialist/contracting officer will make an award/no award decision. If award is made, the contract specialist will process the contractual documents and provide you with further instructions. Thank you for your patience and cooperation while your offer is under review. We will make every attempt to notify you on a regular basis during the review to keep you informed of the progress of your offer. We look forward to working with you!

Please note: Since your offer is under review, you may not make any changes to your offer except for Authorized Negotiator and Point of Contact information. If clarifications or updates need to be made, you will be notified via email to access the eOffer website and make changes.

Note: Once the Welcome Letter is issued the Offer is locked as mentioned in the last paragraph of the letter. Only the Authorized Negotiator or Point of Contact information can be edited.

o) Under **Submitted eOffers** the status of the eOffer will change to “Contract Specialist Reviewing” as shown below.

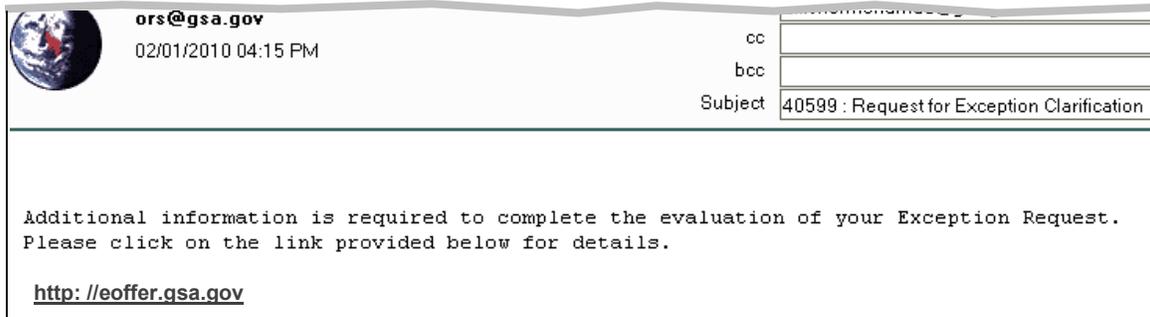
Submitted eOffers
Click on the ID to view the event log for an Offer

ID	Solicitation	Last Update	Status	Actions
AGICR7XJ	2FYB-SK-050009-B Refresh#2	2010-02-01 13:31:40.376	Contract Specialist Reviewing - Jackie Jone	<input type="button" value="Edit Offer"/> <input type="button" value="Withdraw Offer"/>

p) Upon award of the contract, the Contract Specialist will create a contract package to be approved and signed by the Vendor. For detailed steps, please refer to section **IV – Signature Process**.

2.2 Request for Clarification to an Exception

After the eOffer has been submitted, the CO/CS may have questions regarding a clause exception. In this case, a request for clarification email will be sent to the Vendor.



- Go to **My eOffers**. The eOffer in need of explanation will be displayed under **Submitted eOffers** with the Status of **Provide Clarification**.
- Click on the **Provide Clarification** link.

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
AGICR7XJ	2FYB-SK-050009-B Refresh#2	2010-02-01 16:13:04.856	Provide Clarification	View Offer

The **Exception Contract Clauses submitted by Vendor** page will be displayed. (Note: the history of Request for Clarifications can be viewed by clicking the [view](#) link).

- Click **Respond**.

Company Name: Acme Management Concepts, Inc.
Solicitation Number: 2FYB-SK-050009-B Refresh# 2 | [View PDE](#) Schedule Number: Schedule 07702

Exception Contract Clauses submitted by Vendor
All Regulations have to be responded before 2010-02-05 23:59:09.

Clause Number	Title	Status	Action
52.216-19 (Deviate)	DELIVER ORDER LIMITATIONS (OCT1995) (DEVIATION – JAN 1994)	Incomplete	Respond

Select the link to [view](#) the History of Request for Clarifications

The exception status page is displayed showing the Submitted Exception Text with comments from CO/CS.

- d) The “**Revised Exception Text**” is pre-populated box. Enter the Exception Clarification. (Note: The history of the negotiations can be viewed by clicking the link at the bottom of the screen).
- e) Click **Save to Draft**.

Company Name:	Acme Management Concepts, Inc.	Schedule Number:	Schedule 520
Solicitation Number:	FCXB-F4-020002-B Refresh# 29 View PDF		

Review Contract Clause 52.216-19 (Deviate)

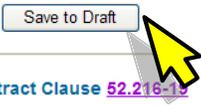
Submitted Exception Text	Comments From CO/CS
(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$100, the Government is not obligated to purchase, nor is the Contractor	This is a test request for exception clarification

Enter Exception Clarification and Resubmit for 52.216-19 (Deviate)

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

Revised Exception Text

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$100, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract. This is a test.



Click [Here](#) to view the History of Negotiations for the Contract Clause 52.216-19

- f) The “**Status**” of the exception will change to Completed. At this point you also have the option to edit your response.
- g) If you are satisfied with your answer Click **Submit Response**.

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

Exception Contract Clauses submitted by Vendor

All Regulations have to be responded before 2010-02-05 23:59:09.

Clause Number	Title	Status	Action
52.216-19 (Deviate)	DELIVER ORDER LIMITATIONS (OCT1995) (DEVIATION -- JAN 1994)	Completed	Edit



Select the link to [view](#) the History of Request for Clarifications

- h) The success message will be displayed. The CO/CS will then choose to approve, ask for further clarification or reject the exception.

Company Name: Acme Management Concepts, Inc. Schedule Number: Schedule 07702
 Solicitation Number: 2FYB-SK-050009-B Refresh# 2 | [View PDF](#)

Request for Clarification was successfully submitted.

2.3 Contract Officer/Specialist Rejects an Exception

The CO/CS may reject an exception. In that case the Vendor will receive an email notification as shown below, but cannot respond to the rejection through the eOffer/eMod system.

	ors@gsa.gov	cc	
	02/02/2010 10:15 AM	bcc	
		Subject	40599 : Exception Request not Accepted

The exception requested to clause 52.204-4 has not been accepted. Your offer has not been rejected and is still under evaluation. If for any reason you wish to withdraw your offer, you may do so in eOffer or, if necessary, in writing to your Contracting Officer.

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

- a) The offer will still be under evaluation as indicated by the status on the **My eOffers** page. The Vendor has an option to withdraw the offer.

MY eOFFERS :: Acme Management Concepts, Inc.

New eOffers

Select Solicitation	Action
2BMS-BM-200808-B Refresh#21(Schedule 007BMS) ▾	<input type="button" value="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
AGICR7X	2FYB-SK-050009-B Refresh#2	2010-02-01 16:54:07.883	Contract Specialist Reviewing - Jackie Jone	<input type="button" value="Edit Offer"/> <input type="button" value="Withdraw Offer"/>

2.4 Edit an eOffer after Submission

Once evaluation begins on a submitted offer and the Welcome Letter is issued, the offer is uneditable except for the Negotiators section and the Point of Contacts Information within the Solicitation Clauses section.

MY eOFFERS :: Acme Management Concepts, Inc.

New eOffers	
Select Solicitation	Action
2FAA-BU-050001-B Refresh#9(Schedule 075)	<input type="button" value="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
657G2ZZM	FCIZ-MB-102209-B Refresh#12	2011-10-12 12:52:07.816	Evaluation Started	<input type="button" value="Edit Offer"/> <input type="button" value="Withdraw Offer"/>

- a) Click on the **Edit Offer** button. This will take you to the Corporate Information page.

Prepare your eOffer:

- Corporate Information
- Negotiators
- Goods/Services
- Standard Responses
- Solicitation Clauses
- Upload Documents
- Complete Incomplete

Company Name:	Acme Management Concepts, Inc.	Schedule Number:	Schedule TEST72
Solicitation Number:	FCIZ-MB-102209-B Refresh# 12 View PDF		
ID:	657G2ZZM		

CORPORATE INFORMATION

Is the information correct?
This information is taken directly from [Central Contractor Registration \(CCR\)](#). If any of this information is incorrect, it must be corrected through [Central Contractor Registration \(CCR\)](#). Any changes will be reflected in eOffer in approximately 24 hours.

DUNS Number:	192609972
Type of Organization:	Corporate Entity (Not Tax Exempt)
Common Parent DUNS Number:	055271183
Company Name:	Acme Management Concepts, Inc.
Doing Business As (DBA):	
Business Type:	Service Location Research Institution

Company Address

Street1:	314 S JAY ST STE 1
Street2:	
City:	ROME
State:	NY
Zip/Postal Code:	134405600
Country:	USA

Mailing Address

Company Name:	Acme Management Concepts, Inc.
Street1:	421 RIDGE STREET

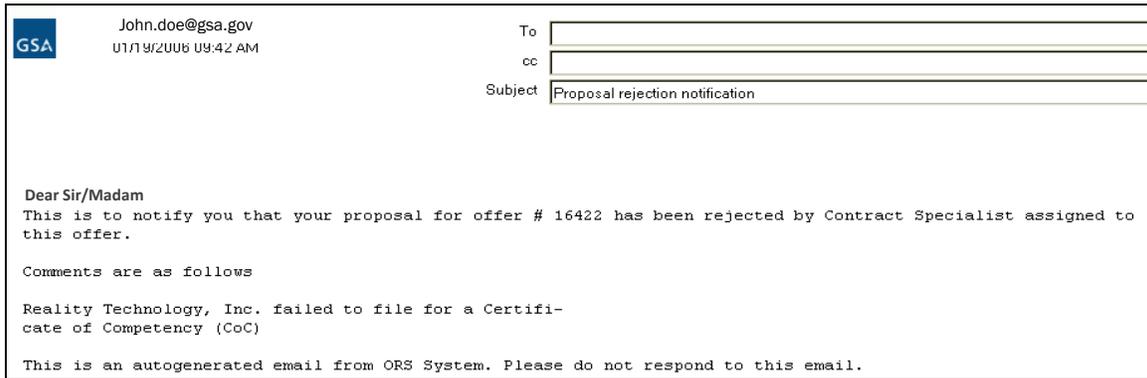
- b) Using the menu on the left under **Prepare your eOffer** you may go to any section of the offer. All the sections will be viewable. The Edit functionality will be available for the Negotiators section and the Point of Contacts only.

Note: The *Submit eOffer* is no longer available in the Menu when the Offer is locked.



2.5 Rejection of an eOffer by the Contract Officer/Specialist

- a) If the Contract Specialist rejects the eOffer an email stating the offer has been rejected will be generated as shown below.



- b) If the Vendor wishes to resubmit the offer for that particular solicitation, the eOffer will need to be recreated as a new offer. See the next section for instructions.

2.6 Re-Submit an eOffer after It Has Been Rejected or Withdrawn

- a) To resubmit an eOffer that was rejected by the Contract Specialist, **Sign In** to **Contract Offers (eOffers)**.
- b) Once the system is accessed, the **My eOffers** page will be displayed.
- c) The rejected offer can be located under **Submitted eOffers** with the status of "Rejected".



- d) To re-submit the rejected offer, locate the correct solicitation number (same as the rejected solicitation number) under **Select Solicitation** and click **Submit Online**.

eOffer Home | ACES Certificate Details | Sign Out

Federal Supply Service
 Submit contract offers and contract modifications online

eOffer/eMod

MY eOFFERS :: Acme Management Concepts, Inc.

New eOffers

Select Solicitation	Action
FCXB-F4-020002-B Refresh# 3	Submit Online

Saved eOffers

Offer Id	Solicitation	Last Updated	Status	Actions

Submitted eOffers

Offer Id	Solicitation	Last Updated	Status	Actions
5	FCXB-F4-020002-B Refresh# 3	2005-10-27 12:44:42.086	Rejected	View Offer

- e) The System offers an option to import the data from the “Rejected” eOffer. Click “Yes” on the Confirm Import screen if data is to be pre-populated.

eOffer Home | ACES Certificate Details | Sign Out

Federal Supply Service
 Submit contract offers and contract modifications online

eOffer/eMod

CONFIRM IMPORT

Do you want to pre-populate the information for the new offer from the old rejected or withdrawn offer?

Yes No Cancel

- f) Click **Continue**.

eOffer Home | ACES Certificate Details | Sign Out

Federal Supply Service
 Submit contract offers and contract modifications online

eOffer/eMod

IMPORT SUCCESS

The information for new offer has been pre-populated from the old rejected or withdrawn offer.

Continue

- g) Ensure the information is accurate and complete all sections listed in the **Prepare Your Offer** menu and finally submit the eOffer.

2.7 Withdraw your eOffer

An eOffer may be withdrawn any time prior to the CO signing the contract package.

- To withdraw an offer go to the **My eOffers** page.
- Find the offer to withdraw under **Submitted eOffers** and click **Withdraw Offer** in the Actions column.

eOffer Home | ACES Certificate Details | Sign Out

GSA Federal Supply Service
Submit contract offers and contract modifications online

eOffer/eMod

MY eOFFERS :: Acme Management Concepts, Inc.

New eOffers

Select Solicitation	Action
TFTP-MC-000874-B Refresh# 9	<input type="button" value="Submit Online"/>

Saved eOffers

Offer Id	Solicitation	Last Updated	Status	Actions

Submitted eOffers

Offer Id	Solicitation	Last Updated	Status	Actions
203	FCIS-JB-980001-B Refresh# 17	2005-10-11 14:59:23.873	Signed by Contracting Officer	<input type="button" value="View Offer"/>
332	TFTP-MC-000874-B Refresh# 9	2005-10-27 08:12:16.683	Offer Received.	<input type="button" value="Edit Offer"/> <input type="button" value="Withdraw Offer"/>

- Click **Yes** on the **Confirm Withdraw** screen.

eOffer Home | ACES Certificate Details | Sign Out

GSA Federal Supply Service
Submit contract offers and contract modifications online

eOffer/eMod

CONFIRM WITHDRAW

Are you sure you want to withdraw this offer?

- The status of the eOffer will change to Withdrawn.

Submitted eOffers

Offer Id	Solicitation	Last Updated	Status	Actions
203	FCIS-JB-980001-B Refresh# 17	2005-10-11 14:59:23.873	Signed by Contracting Officer	<input type="button" value="View Offer"/>
332	TFTP-MC-000874-B Refresh# 9	2005-10-27 12:34:36.196	Withdrawn	<input type="button" value="View Offer"/>

- The CO/CS will receive an email notifying the offer was withdrawn.



Error : Session Time-out.

NOTE: If you are inactive in the system for more than 30 minutes the eOffer session will time out and the following message will be seen. Click on **eOffer Home** and log back in to resume your session.

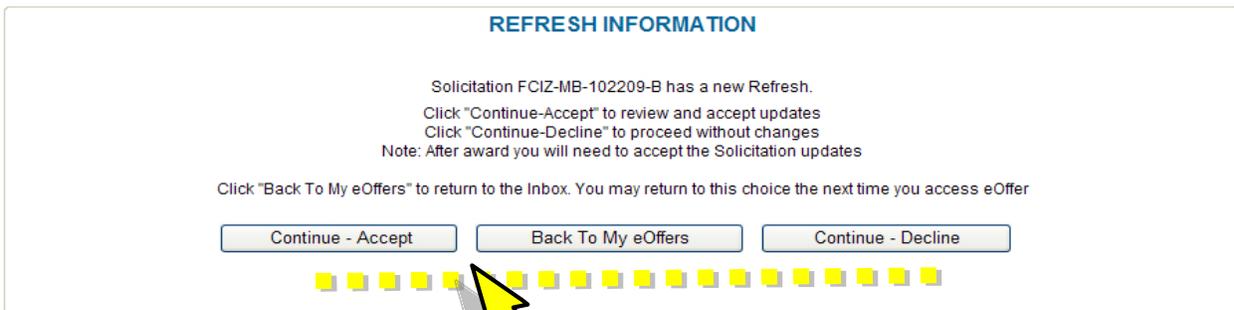
2.8 Moving Offer to a New Solicitation Refresh

- a) If a solicitation is refreshed during the offer evaluation process, CO/CS may ask you to move the offer to the new refresh. An email shall be sent as shown below:

To whom it may concern:

The Solicitation (FCIZ-MB-102209-B) under which you submitted the offer has been updated. Please access <https://eoffe.fas.gsa.gov> to review your offer and make any necessary changes and submit the offer or notify the CO that you want to continue with the old solicitation refresh.

- b) Use the link to go to the **Refresh Information** in eOffer. You may either accept the CO/CS request to move the offer to a new solicitation refresh or decline it as shown in the screen below.



- **Continue - Accept**, the offer shall be in “unlocked state” At this point you may edit part/whole offer.
- Clicking **Back To My eOffers** shall navigate you to the home page.
- **Continue - Decline** the CO/CS request. Declining the request shall have no impact on your offer evaluation. However, you might be required to submit contract modification request in the event your offer is awarded.



c) The status is updated as shown in **Submitted eOffers**.

MY eOFFERS ::

PAR GOVERNMENT SYSTEMS CORPORATION

New eOffers

Select Solicitation	Action
2FAA-BU-050001-B Refresh#9(Schedule 075) ▼	<input type="button" value="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
657G2ZZM	FCIZ-MB-102209-B Refresh#13	2011-10-12 14:21:57.73	Submission Request Received	<input type="button" value="View Offer"/>