



GSA Federal Acquisition Services

# User Guide – eOffer/eMod

Version 1.7

## III - Creating & Submitting an eMod

Federal Acquisition Service  
Contract Administration Division  
Solicitation Services Tools

November 19, 2011



### REVISION HISTORY

VERSION	DATE	RELEASE	REVISION DESCRIPTION
1.0	08/01/2010	Initial	Initial Document
1.1	09/21/2010	1008	1008 Release
1.2	11/13/2010	1011	1011 Release
1.3	02/12/2011	1102	1102 Release
1.4	05/21/2011	1105	MARE & 1105 Release
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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### 3 ELECTRONIC CONTRACT MODIFICATIONS - eMOD

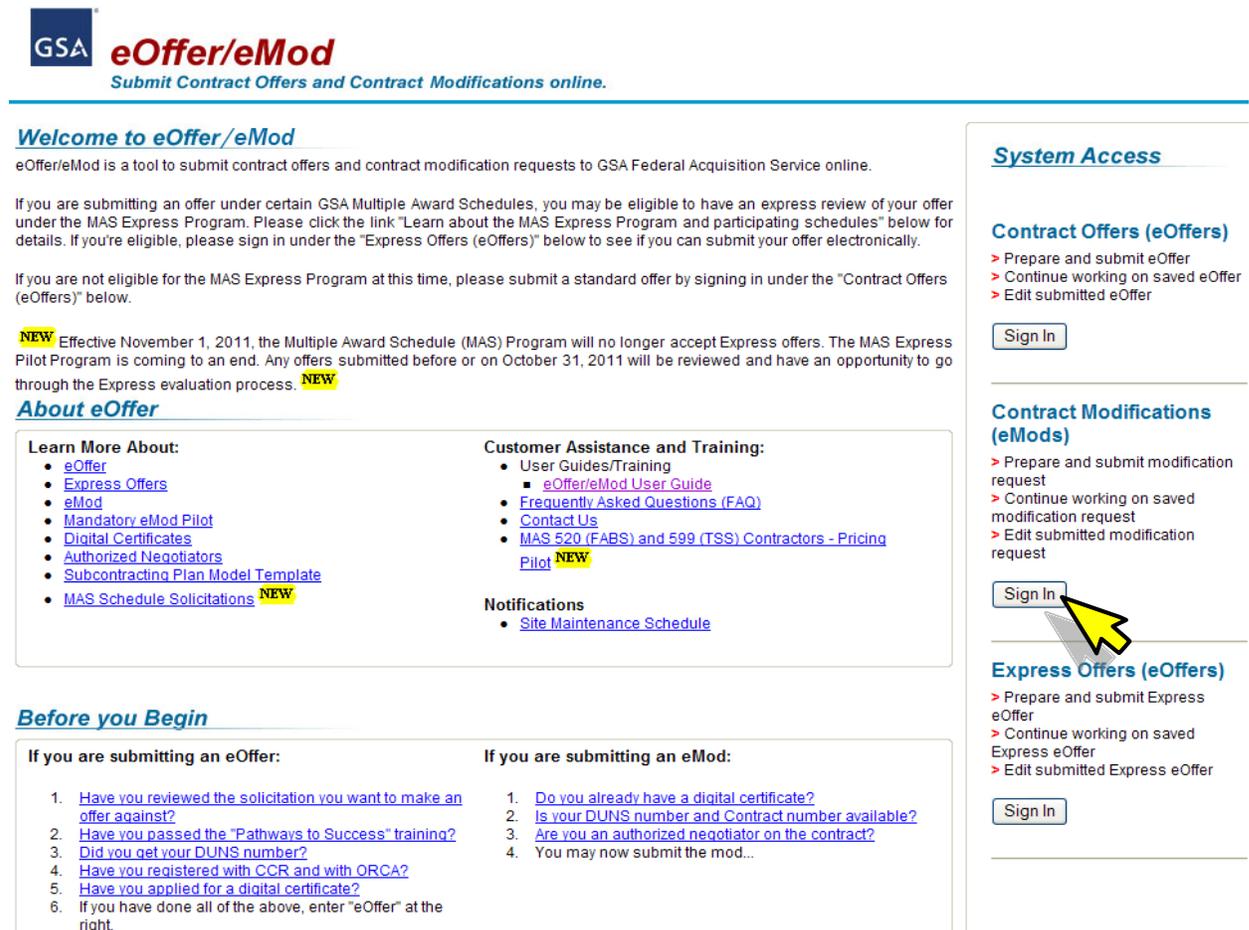
eMod is a web based application that allows Vendors to submit their Multiple Award Schedule (MAS) contract modification requests electronically (eMods). eMod uses the digital authentication technology in order to ensure the integrity of data and provides electronic signature capability. A digital certificate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

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

#### 3.1 Getting Started With eMod

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

- a) Go to the GSA eOffer/eMod homepage ([www.eoffer.gsa.gov](http://www.eoffer.gsa.gov)).
- b) Click on the **Sign In** button located in the **Contract Modifications (eMods)** section.



**GSA eOffer/eMod**  
Submit Contract Offers and Contract Modifications online.

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**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**

<p><b>Learn More About:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">eOffer</a></li> <li>• <a href="#">Express Offers</a></li> <li>• <a href="#">eMod</a></li> <li>• <a href="#">Mandatory eMod Pilot</a></li> <li>• <a href="#">Digital Certificates</a></li> <li>• <a href="#">Authorized Negotiators</a></li> <li>• <a href="#">Subcontracting Plan Model Template</a></li> <li>• <a href="#">MAS Schedule Solicitations</a> <b>NEW</b></li> </ul>	<p><b>Customer Assistance and Training:</b></p> <ul style="list-style-type: none"> <li>• User Guides/Training                             <ul style="list-style-type: none"> <li>▪ <a href="#">eOffer/eMod User Guide</a></li> <li>▪ <a href="#">Frequently Asked Questions (FAQ)</a></li> </ul> </li> <li>• <a href="#">Contact Us</a></li> <li>• <a href="#">MAS 520 (FABS) and 599 (TSS) Contractors - Pricing Pilot</a> <b>NEW</b></li> </ul> <p><b>Notifications</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Site Maintenance Schedule</a></li> </ul>
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**Before you Begin**

<p><b>If you are submitting an eOffer:</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">Have you reviewed the solicitation you want to make an offer against?</a></li> <li>2. <a href="#">Have you passed the "Pathways to Success" training?</a></li> <li>3. <a href="#">Did you get your DUNS number?</a></li> <li>4. <a href="#">Have you registered with CCR and with ORCA?</a></li> <li>5. <a href="#">Have you applied for a digital certificate?</a></li> <li>6. If you have done all of the above, enter "eOffer" at the right.</li> </ol>	<p><b>If you are submitting an eMod:</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">Do you already have a digital certificate?</a></li> <li>2. <a href="#">Is your DUNS number and Contract number available?</a></li> <li>3. <a href="#">Are you an authorized negotiator on the contract?</a></li> <li>4. You may now submit the mod...</li> </ol>
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**System Access**

**Contract Offers (eOffers)**

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

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**Contract Modifications (eMods)**

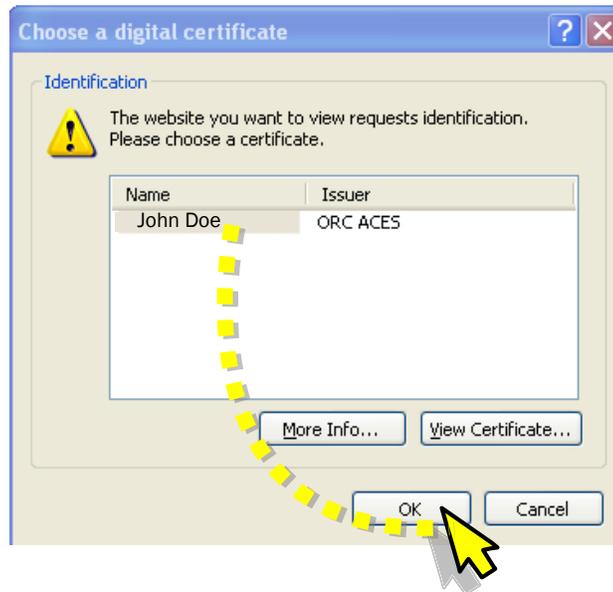
- > Prepare and submit modification request
- > Continue working on saved modification request
- > Edit submitted modification request

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**Express Offers (eOffers)**

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

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



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



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



**SIGN IN**

Select a previously entered DUNS:

Or, enter a DUNS:

DUNS PLUS 4 :

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

**List of Contracts Available for ACME MANAGEMENT CONCEPTS INC**

Select Contract	Action
<input type="text" value="GS03F0001W"/>	<input type="button" value="Select Contract"/> <input type="button" value="Back To Duns"/>

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

**MY MODIFICATIONS :: ACME MANAGEMENT CONCEPTS INC**

---

**New Modifications**

Select Contract	Action
<input type="text" value="GS03F0001W"/>	<input type="button" value="Select Contract"/>

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

ID	Mod Actions	Contract	Last Update	Status	Actions
<a href="#">1YCMX1C4</a>	<a href="#">Selected Mod Actions</a>	GS03F0001W	2009-11-06 14:33:49.426	Complete	<input type="button" value="Edit Mod"/> <input type="button" value="Delete Mod"/>

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

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

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

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

For additional information click [here](#)

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

### 3.2 Creating an eMod

To create a new Mod:

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

**MY MODIFICATIONS :: ACME MANAGEMENT CONCEPTS INC**

---

**New Modifications**

Select Contract	Action
<input type="text" value="GS03F0001W"/>	<input type="button" value="Select Contract"/>

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

ID	Mod Actions	Contract	Last Update	Status	Actions
<a href="#">1YCMX1C4</a>	<a href="#">Selected Mod Actions</a>	GS03F0001W	2009-11-06 14:33:49.426	Complete	<input type="button" value="Edit Mod"/> <input type="button" value="Delete Mod"/>

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

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

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

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

Submit Online      Cancel



In the Administrative Mod Types there is an additional Modification (not shown above) which is only visible under certain conditions as shown below.

Administrative	<input type="checkbox"/> Contract Administrator/Point of Contact(POC) <input type="checkbox"/> Authorized Negotiator <input type="checkbox"/> Email Address Change <input type="checkbox"/> Fax Change <input type="checkbox"/> Point of Contacts for Manufacturers, Dealers, Resellers, Agents <input type="checkbox"/> Telephone Change <input type="checkbox"/> Incorporate Sub-Contracting Plan (SubK) <input type="checkbox"/> Website Address Change
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**Note:** The Sub-Contracting Plan Mod is only available if the contract requires a subcontracting plan.

- c) Select the modification Sub Type(s) that need to be created and click **Submit Online**. (For demonstration purpose all Sub Types within a Primary Type will be selected starting with the Additions, which include 'Add Labor Category', 'Add Products', 'Add SIN' and 'Add Service Offerings' as shown in the previous screen).
- d) If an Additions Mod already exists you may see the following message



- e) Choose the appropriate response. A 'Yes' will allow you to edit the existing Mod a 'No' will take you back to the **My Modifications** page
- f) The Corporate Information page will be displayed next. Review all the information and click **Save and Continue**. For corrections, click the **Sign out and Correct Errors in CCR** button.

Prepare your modification:

- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

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

**CORPORATE INFORMATION**

Is the information correct?

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

DUNS Number:	123456789
Type of Organization:	Mutually Defined
Common Parent DUNS Number:	605691807
Company Name:	ACME MANAGEMENT CONCEPTS INC
Doing Business As (DBA):	
Business Type:	Veteran Owned Business Service-Related Disabled Veteran Owned S Corporation Service Location Research Institution

**Company Address**

Street1:	21400 RIDGETOP CIR STE 210
Street2:	
City:	STERLING
State:	VA
Zip/Postal Code:	201666511
Country:	USA

**Mailing Address**

Company Name:	ACME MANAGEMENT CONCEPTS INC
Street1:	21400 RIDGETOP CIRCLE SUITE 210
Street2:	
City:	DULLES
State:	VA
Zip/Postal Code:	201666511
Country:	USA

Sign Out and Correct Errors in CCR

Save and Continue

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

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

Prepare your modification:

- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS03F0001W
Modification Type:	Add Labor Category Add Product(s) Add SIN

**INFORMATION SAVED**

The CORPORATE INFORMATION section is Completed.

Continue

Or, go to any section in the left eMod menu

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

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

### 3.3 Additions Modifications

There are 4 Addition sub-types (**Add Labor Category**, **Add Product(s)**, **Add SIN** and **Add Service Offerings**) as depicted below:

- a) In the “**Actions**” column click on the Respond link where the “**Status**” is incomplete.

**Prepare your modification:**

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

**Company Name:** Acme Management Concepts, Inc.

**Contract Number:** GS35F0022U

**ID:** VW4G547Z

**Modification Type:** Add Labor Category  
Add Product(s)  
Add SIN  
Add Service Offerings

---

**Respond to Additions**

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

---

**Additions**

\* Required

Template Name	Status	Actions
* Add Labor Category	Incomplete	<a href="#">Respond</a>
* Add Product(s)	Incomplete	<a href="#">Respond</a>
* Add SIN	Incomplete	<a href="#">Respond</a>
* Add Service Offerings	Incomplete	<a href="#">Respond</a>

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

**Prepare your modification:**

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

**Company Name:** Acme Management Concepts, Inc.

**Contract Number:** GS03F0001W

**Modification Type:** Add Labor Category  
Add Product(s)  
Add SIN

---

**Description For Add Labor Category**

Contract Begin Date : 2009-11-03

\*Please enter a detailed description of the Modification Request.

PLEASE ENTER SOME TEXT TO SUPPORT YOUR MOD REQUEST

Back To Additions
Save Description

- c) In the “**Status**” column, this particular **Addition** will be shown as Completed and the “**Actions**” will change from Respond to Edit, indicating that further changes can be made.

**Prepare your modification:**

- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

**Company Name:** Acme Management Concepts, Inc.  
**Contract Number:** GS03F0001W  
**Modification Type:** Add Labor Category, Add Product(s), Add SIN

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

**Additions**  
 \* Required

Template Name	Status	Actions
* Add Labor Category	Completed	<a href="#">Edit</a>
* Add Product(s)	Incomplete	<a href="#">Respond</a>
* Add SIN	Incomplete	<a href="#">Respond</a>

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

**Prepare your modification:**

- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

**Company Name:** Acme Management Concepts, Inc.  
**Contract Number:** GS03F0001W  
**Modification Type:** Add Labor Category, Add Product(s), Add SIN

**Description For Add Product(s)**

Contract Begin Date : 2009-11-03  
 \*Please enter a detailed description of the Modification Request.

PLEASE ENTER SOME TEXT TO SUPPORT YOUR MOD REQUEST

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

- d) To **Add a SIN** click on the Respond link in the **“Actions”** column as shown on the previous screen.

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

**Prepare your modification:**

- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

<b>Company Name:</b>	Acme Management Concepts, Inc.
<b>Contract Number:</b>	GSU3FUU1W
<b>Modification Type:</b>	Add Labor Category Add Product(s) Add SIN

**ADD SIN(s)**  
 You must add at least one SIN. You can add multiple SINS but one at a time.

Select SIN	Action
219 13	Add SIN Details

**Your SIN(s)**

Name	Description	Actions
No information entered in this section.		

- f) On the next screen enter the 'Scope' and answer the question relating to 'State and Local' then click **Add This SIN**. Note that multiple SINS may be added prior to submitting the Mod.

**Prepare your modification:**

- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

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

**ADD SIN (SPECIAL ITEM NUMBER) DETAILS**

**\* Required**

**SIN Type:** RA001

**SIN Title:** Not available

**\* Scope**  
 What is the Scope for this SIN? Worldwide

**State And Local**  
 Do you want to offer this SIN for State and Local Services?  
 Yes  No

Note: If you have a non set-aside contract and you try to add a SIN that is a set-aside the following message will appear. A similar warning and Confirmation message will be seen when a non set-aside SIN is added to a set-aside contract and a new non set-aside contract will be generated.

You are trying to add a set-aside SIN to a non set-aside contract

**ADD SIN (SPECIAL ITEM NUMBER) DETAILS**

*\* Required*

SIN Type	132 8
SIN Title	Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING
* Scope	What is the Scope for this SIN? <input type="text" value="Worldwide"/> <input type="button" value="v"/>
* State And Local:	Do you want to offer this SIN for State and Local Services? <input type="radio"/> Yes <input checked="" type="radio"/> No

- g) Enter the Scope and respond to the 'State And Local' question, then click **Add This SIN**
- h) A Confirmation message will appear as shown below.

**Confirmation for adding Set Aside SIN to NON Set Aside Contract**

GSA does not support set-aside and non set-aside SINs on the same contract. You are trying to add a set-aside SIN to a non set-aside contract.

If you already have set-aside contract with GSA on this schedule, please submit the modification under that contract; Otherwise, a new contract number will be generated and assigned to you if the modification is awarded.

If you have any questions, please contact your Contracting Official before proceeding

- i) Click 'Yes' if you agree to the generation of a new contract which will be a set-aside contract.

j) Add additional SINS or click **Save and Continue** to move on.

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS35F0022U
ID:	V6XZ7YKL
Modification Type:	Add SIN

**ADD SIN(s)**

You must add at least one SIN. You can add multiple SINS but one at a time.

Select SIN	Action
132 32-Term Software License - SUBJECT TO COOPERATIVE PURCHASING <input type="button" value="v"/>	<input type="button" value="Add SIN Details"/>

**Your SIN(s)**

Name	Description	Actions
132 32	Term Software License - SUBJECT TO COOPERATIVE PURCHASING	<a href="#">Edit</a>   <a href="#">Delete</a>
132 8	Purchase Of Equipment - SUBJECT TO COOPERATIVE PURCHASING	<a href="#">Edit</a>   <a href="#">Delete</a>



k) To **Add Service Offerings** click on the Respond link in the “Actions” column as below.

- Prepare your modification:**
- [Corporate Information](#)
  - [Additions](#)
  - [Upload Documents](#)
  - [Submit Request](#)
  - Complete**  **Incomplete**

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS35F0022U
ID:	VW4G547Z
Modification Type:	<input type="checkbox"/> Add Labor Category <input type="checkbox"/> Add Product(s) <input type="checkbox"/> Add SIN <input type="checkbox"/> Add Service Offerings

**Respond to Additions**

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

**Additions**

\* **Required**

Template Name	Status	Actions
* Add Labor Category	Completed	<a href="#">Edit</a>
* Add Product(s)	Completed	<a href="#">Edit</a>
* Add SIN	Completed	<a href="#">Edit</a>   <a href="#">Delete</a>
* Add Service Offerings	Incomplete	<a href="#">Respond</a>



l) Enter the description for the Add Service Offerings and then click **Save Description**.

**Prepare your modification:**

- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

<b>Company Name:</b>	Acme Management Concepts, Inc.
<b>Contract Number:</b>	GS35F0022U
<b>ID:</b>	VW4G547Z
<b>Modification Type:</b>	Add Labor Category Add Product(s) Add SIN Add Service Offerings

**Description For Add Service Offerings**

Contract Begin Date : 2008-08-15

\*Please enter a detailed description of the Modification Request.

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

**Prepare your modification:**

- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

<b>Company Name:</b>	Acme Management Concepts, Inc.
<b>Contract Number:</b>	GS35F0022U
<b>ID:</b>	VW4G547Z
<b>Modification Type:</b>	Add Labor Category Add Product(s) Add SIN Add Service Offerings

**Respond to Additions**

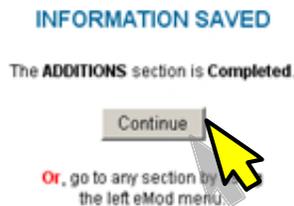
Respond to all of the terms and conditions.  
 You must respond to all the Additions Modification Sub Types before you can save this section.

**Additions**

\* Required

Template Name	Status	Actions
* Add Labor Category	Completed	<a href="#">Edit</a>
* Add Product(s)	Completed	<a href="#">Edit</a>
* Add SIN	Completed	<a href="#">Edit</a>   <a href="#">Delete</a>
* Add Service Offerings	Completed	<a href="#">Edit</a>

l) On the **Information Saved** screen click **Continue** and the application will proceed to the next Mod. If not it will proceed to the Upload Documents section. To Upload Documents and submit your eMod see **3.12 Uploading Documents & Submitting eMod**



### 3.4 Administrative Modifications

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

Administrative	<input checked="" type="checkbox"/> Contract Administrator/Point of Contact(POC) <input checked="" type="checkbox"/> Authorized Negotiator <input checked="" type="checkbox"/> Email Address Change <input checked="" type="checkbox"/> Fax Change <input checked="" type="checkbox"/> Point of Contacts for Manufacturers, Dealers, Resellers, Agents <input checked="" type="checkbox"/> Telephone Change <input type="checkbox"/> Incorporate Sub-Contracting Plan (SubK) <input checked="" type="checkbox"/> Website Address Change
----------------	--

- Select the Sub Type(s) to be modified and click **Submit Online** button at the bottom of the page (not shown here). All the sub types (except Sub-Contracting Plan) are selected in the above example.
- On the Corporate Information page click **Save and Continue** (not shown here) if everything is correct. Click **Continue** on the “Information Saved” message (not shown here).
- On the **Respond to Administrative** page click on the Respond link (under “Actions”) against the Sub Type that you wish to modify.

**Prepare your modification:**

- Corporate Information
- Administrative
- Upload Documents
- Submit Request
- Complete  Incomplete

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

#### Respond to Administrative

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

#### Administrative

\* Required

Template Name	Status	Actions
* Contract Administrator/Point of Contact(POC)	Incomplete	<a href="#">Respond</a>
* Authorized Negotiator	Completed	<a href="#">Edit</a>
* Email Address Change	Incomplete	<a href="#">Respond</a>
* Fax Change	Incomplete	<a href="#">Respond</a>
* Manufactures, Dealers, Resellers, Agents	Incomplete	<a href="#">Respond</a>
* Telephone Change	Incomplete	<a href="#">Respond</a>
* Website Address Change	Incomplete	<a href="#">Respond</a>

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

**Prepare your modification:**

- Corporate Information
- Administrative
- Upload Documents
- Submit Request
- Complete  Incomplete

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

**Administrative**

**Basic Contract Details**

Point Of Contact:  Email:

Telephone:  URL Change:

PO Fax No:  Contract Date:

**Subcontracting Plan**

Plan:  Type:  Expiration Date:

**Your Negotiator(s) Details**

**Who will negotiate your Modification?**  
 You can add multiple negotiators. A minimum of one negotiator must have signature authority. Negotiators without signature authority may prepare an eMod but only negotiators with signature authority may submit the Mod and sign the Contract Modification.

Name:	Email:	Action:
John Smith	Authorized to sign	<a href="#">View</a>
Andy Garcia	Authorized to sign	<a href="#">View</a>
Julie Andrews	Authorized to sign	<a href="#">View</a>

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

### Respond to Administrative

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

### Administrative

\* Required

Template Name	Status	Actions
* Contract Administrator/Point of Contact(POC)	Completed	<a href="#">Edit</a>
* Authorized Negotiator	Completed	<a href="#">Edit</a>
* Email Address Change	Incomplete	<a href="#">Respond</a>
* Fax Change	Incomplete	<a href="#">Respond</a>
* Manufactures, Dealers, Resellers, Agents	Incomplete	<a href="#">Respond</a>
* Telephone Change	Incomplete	<a href="#">Respond</a>
* Website Address Change	Incomplete	<a href="#">Respond</a>

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

**Administrative**

**Basic Contract Details**

Point Of Contact:  Email:

Telephone:  URL Change:

PO Fax No:  Contract Date:

**Subcontracting Plan**

Plan:

Type:

Expiration Date:

**Your Negotiator(s) Details**

**Who will negotiate your Modification?**

You can add multiple negotiators. A minimum of one negotiator must have signature authority. Negotiators without signature authority may prepare an eMod but only negotiators with signature authority may submit the Mod and sign the Contract Modification.

Name:	Email:	Action:
John Smith	Authorized to sign	<a href="#">Edit</a>   <a href="#">Delete</a>
Andy Garcia	Authorized to sign	<a href="#">Edit</a>   <a href="#">Delete</a>
Julie Andrews	Authorized to sign	<a href="#">Edit</a>   <a href="#">Delete</a>

[Add New Negotiator](#)

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

**Add Negotiator(s)**

You can add multiple negotiators.

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

**\*Required**

*Name:	<input type="text" value="Debbie Delano"/>
*Title:	<input type="text" value="Manager Contracts"/>
*Phone:	
If US (XXX-XXX-XXXX):	<input type="text" value="703.605.2545"/>
If International (free form text):	<input type="text"/>
*Email:	<input type="text" value="ddelano@gmail.com"/>
Fax:	
If US (XXX-XXX-XXXX), If International (free form text):	<input type="text"/>
Role:	<input type="text" value="Negotiator - Authorized to sign"/>

[Back To Administrative](#)

[Add This Negotiator](#)

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

- i) Repeat steps (c) and (d) to do Email Address, Fax, Telephone and Website Address modifications.
- j) To complete the “Point of Contacts for Manufacturers, Dealers, Resellers, Agents” mod click on the Respond link (under “**Actions**” column)

**Administrative**

\* Required

Template Name	Status	Actions
* Contract Administrator/Point of Contact(POC)	Incomplete	<a href="#">Respond</a>
* Authorized Negotiator	Completed	<a href="#">Edit</a>
* Email Address Change	Incomplete	<a href="#">Respond</a>
* Fax Change	Incomplete	<a href="#">Respond</a>
* Point of Contacts for Manufacturers, Dealers, Resellers, Agents	Incomplete	<a href="#">Respond</a>
* Telephone Change	Incomplete	<a href="#">Respond</a>
* Website Address Change	Incomplete	<a href="#">Respond</a>

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

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

Contract Begin Date : 2008-08-15

Please enter a detailed description of the Modification Request.

N/A

[Back To Administrative](#)

[Save Description](#)

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

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

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

**Respond to Administrative**

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

**Administrative**

\* **Required**

Template Name	Status	Actions
* Contract Administrator/Point of Contact(POC)	Completed	<a href="#">Edit</a>
* Authorized Negotiator	Completed	<a href="#">Edit</a>
* Email Address Change	Completed	<a href="#">Edit</a>
* Fax Change	Completed	<a href="#">Edit</a>
* Manufactures, Dealers, Resellers, Agents	Completed	<a href="#">Edit</a>
* Telephone Change	Completed	<a href="#">Edit</a>
* Website Address Change	Completed	<a href="#">Edit</a>

**Save And Continue**

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

**INFORMATION SAVED**

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

**Continue**

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

- o) The **Upload Documents** screen will appear. For instructions to upload documents and submit your eMod please see **3.12 Uploading Documents & Submitting eMod**
- p) Once the Mod is submitted the status will be shown on the **My Modifications** page under **Submitted Modifications**. It will also show the assigned Contracting Officer.

**Submitted Modifications**

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

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

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

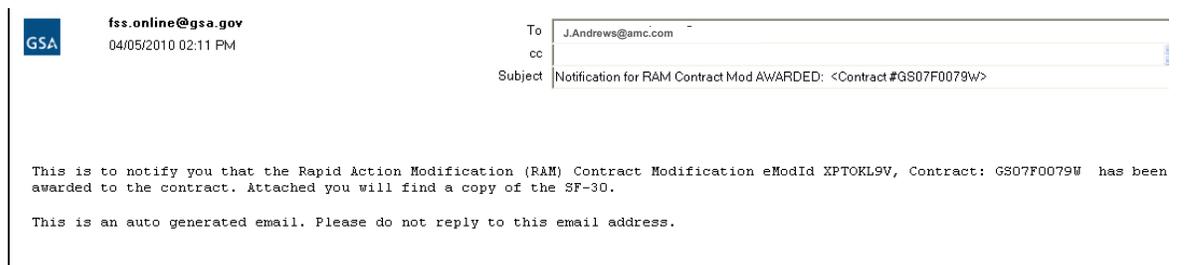


**Submitted Modifications**

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

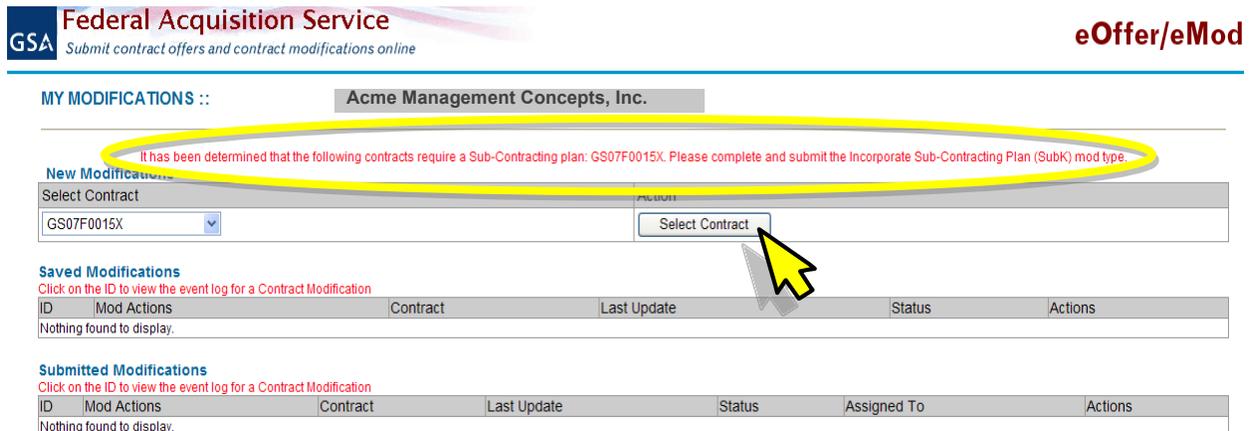
ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
<a href="#">WMEM2V5B</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	Ricky Lake	<a href="#">View Mod</a>
<a href="#">6LMXHY77</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-01 13:58:11.983	Actions Pending	Jay Beam	<a href="#">Edit Mod</a> <a href="#">Withdraw Mod</a>
<a href="#">XPTOKL9V</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-01 16:01:08.47	Approved	Jackie Jone	<a href="#">View Mod</a>

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



### 3.5 Subcontracting Modification

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



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

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

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

Select Modification Types	
Primary Types	Sub Types
Additions	<input type="checkbox"/> Add Labor Category <input type="checkbox"/> Add Product(s) <input type="checkbox"/> Add SIN
Administrative	<input type="checkbox"/> Contract Administrator/Point of Contact(POC) <input type="checkbox"/> Authorized Negotiator <input type="checkbox"/> Email Address Change <input type="checkbox"/> Fax Change <input type="checkbox"/> Point of Contacts for Manufacturers, Dealers, Resellers, Agents <input type="checkbox"/> Telephone Change <input checked="" type="checkbox"/> Incorporate Sub-Contracting Plan (SubK) <input type="checkbox"/> Website Address Change

- c) On the Corporate Information page click **Save and Continue** (not shown here) if everything is correct. Click **Continue** on the ‘Information Saved’ message (not shown here).
- d) Select the Subcontracting plan Type (Individual, Commercial or Master) and enter the Expiration Date. Click **Save and Continue**.

<b>Prepare your modification:</b> <input checked="" type="checkbox"/> Corporate Information <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Upload Documents <input type="checkbox"/> Submit Request <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Incomplete	<table border="1"> <tr> <td>Company Name:</td> <td>Acme Management Concepts, Inc.</td> </tr> <tr> <td>Contract Number:</td> <td>GS07F0015X</td> </tr> <tr> <td>Modification Type:</td> <td>Incorporate Sub-Contracting Plan (SubK)</td> </tr> </table> <p><b>Administrative</b></p> <p><b>Subcontracting Plan</b></p> <p>Contract End Date: 2015-11-10</p> <p>Type: <input type="text" value="Individual"/></p> <p>Expiration Date: <input type="text" value="June"/> <input type="text" value="2012"/></p> <p style="text-align: right;"><input type="button" value="Save &amp; Continue"/></p>	Company Name:	Acme Management Concepts, Inc.	Contract Number:	GS07F0015X	Modification Type:	Incorporate Sub-Contracting Plan (SubK)
Company Name:	Acme Management Concepts, Inc.						
Contract Number:	GS07F0015X						
Modification Type:	Incorporate Sub-Contracting Plan (SubK)						

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

### INFORMATION SAVED

The ADMINISTRATIVE section is Completed.

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

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

### UPLOAD DOCUMENTS

#### Attach supporting documents to this eMod

Upload all documents associated with your eMod.

Please do not upload the Microsoft Excel files with more than one print area.

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

### Documents

\* Required

Type	Name	Status	Actions
* Subcontracting Correspondence	<a href="#">View/Download Subcontracting Plan Template</a>	Not Uploaded	<a href="#">Upload</a>
Vendor Defined		Not Uploaded	<a href="#">Upload</a>



Save and Continue

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



- h) Once the Subcontracting Plan Template is completed, upload it against the “Subcontracting Correspondence” Type.
- i) For detailed instructions on how to upload documents and submit your eMod please see **3.12 Uploading Documents & Submitting eMod.**

### 3.6 Cancellation/Terminations Modifications

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

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

Select Modification Types	
Primary Types	Sub Types
Additions	<input type="checkbox"/> Add Labor Category <input type="checkbox"/> Add Product(s) <input type="checkbox"/> Add SIN
Administrative	<input type="checkbox"/> Contract Administrator/Point of Contact(POC) <input type="checkbox"/> Authorized Negotiator <input type="checkbox"/> Email Address Change <input type="checkbox"/> Fax Change <input type="checkbox"/> Point of Contacts for Manufacturers, Dealers, Resellers, Agents <input type="checkbox"/> Telephone Change <input type="checkbox"/> Website Address Change
CancellationorTerminations	<input checked="" type="checkbox"/> Cancel Contract

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

- b) The **Corporate Information** page will appear (not shown here). Click **Save and Continue** if no changes are to be made.
- c) On the **Information Saved** screen (not shown) click **Continue**.
- d) The Description for Cancel Contract is required. Enter the description and click **Save and Continue**.

#### Description For Cancel Contract

Contract Begin Date : 2008-08-15

**Instructions:**

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

\*Please enter a detailed description of the Modification Request.

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

Save And Continue

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

**INFORMATION SAVED**

The CANCELLATIONORTERMINATIONS section is Completed.

[Continue](#)

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

- f) This will bring up the Upload Documents page. For instructions to upload documents and submit the eMod see 3.12 Uploading Documents & Submitting eMod.
- g) Once the “Cancel Contract” mod is approved it can be rescinded within 30 days.

**Signed Modifications**

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

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
<a href="#">MC4OW34W</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-06-09 11:09:24.956	Completed	Jackie June	<a href="#">View Mod</a> <a href="#">Download SF30</a>
<a href="#">N17PEKNU</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-09 14:59:22.26	Awaiting CO esign		<a href="#">View Mod</a> <a href="#">View Package</a>
<a href="#">R4BRPMFH</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-09 13:58:07.626	Completed	Jackie June	<a href="#">View Mod</a> <a href="#">Download SF30</a>
<a href="#">RQ7RLE5N</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-05-04 14:03:40.68	Completed	Jackie June	<a href="#">View Mod</a> <a href="#">Download SF30</a>
<a href="#">XPTOKL9V</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-01 16:01:08.47	Completed	Jackie June	<a href="#">View Mod</a> <a href="#">Download SF30</a>
<a href="#">84F4HAFW</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2011-05-13 11:35:03.206	Completed	Jackie June	<a href="#">Rescind Mod</a> <a href="#">View Mod</a> <a href="#">Download SF30</a>

- h) To rescind the “Cancel Contract” click the **Rescind Mod** button and confirm the action. The mod will be rescinded

**CONFIRM RESCIND**

Are you sure you want to rescind the Cancel Contract Modification?

[YES](#) [NO](#)

- i) Cancelled or Closed Modifications are shown on the homepage.

**GSA Initiated Modifications**

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

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
<a href="#">P2SCW19I</a>	Temporal Extension	GS07F0104X	2011-09-26 05:01:19.59	Completed	Uma Rudraraju	<a href="#">Edit Mod</a> <a href="#">Decline Mod</a>

**Cancelled/Closed Modifications**

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

ID	Mod Actions	Contract	Last Update	Actions
<a href="#">7J7DXPS9</a>	Add Labor Category	GS07F0104X	2011-10-24 11:16:46.596	Contract Expired
<a href="#">BDAAN977</a>	Fax Change	GS07F0104X	2011-09-26 05:01:40.616	Contract Expired
<a href="#">D89XF573</a>	Add Product(s)	GS07F0104X	2011-10-24 11:30:02.66	Contract Expired
<a href="#">G3F5O8FF</a>	Add SIN	GS07F0104X	2011-10-24 10:50:15.51	Contract Expired
<a href="#">TBWE1KEN</a>				
<a href="#">XJ3I4XP</a>				

**Note:** All the contract modifications against a 90-day old expired contract shall be moved to **Cancelled/Closed Modifications** section.

### 3.7 Deletion Modifications

In the Deletion Modifications there are 4 Sub Types as shown in the screen shot below.

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

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

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

**Prepare your modification:**

- Corporate Information
- Deletions
- Upload Documents
- Submit Request
- Complete  Incomplete

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS07F0079W
Modification Type:	<input type="checkbox"/> Delete Labor Category <input type="checkbox"/> Delete Product(s) <input type="checkbox"/> Delete SIN

### CORPORATE INFORMATION

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

DUNS Number:	123456789
Type of Organization:	Mutually Defined
Common Parent DUNS Number:	605691807
Company Name:	ACME MANAGEMENT CONCEPTS INC
Doing Business As (DBA):	
Business Type:	<input type="checkbox"/> Veteran Owned Business <input type="checkbox"/> Service-Related Disabled Veteran Owned <input type="checkbox"/> S Corporation <input type="checkbox"/> Service Location <input type="checkbox"/> Research Institution

#### Company Address

Street1:	21400 RIDGETOP CIR STE 210
Street2:	
City:	STERLING
State:	VA
Zip/Postal Code:	201666511
Country:	USA

#### Mailing Address

Company Name:	ACME MANAGEMENT CONCEPTS INC
Street1:	21400 RIDGETOP CIRCLE SUITE 210
Street2:	
City:	DULLES
State:	VA
Zip/Postal Code:	201666511
Country:	USA

Sign Out and Correct Errors in CCR

Save and Continue

- c) On the **Information Saved** screen click **Continue**.

## INFORMATION SAVED

The **CORPORATE INFORMATION** section is **Completed**.

Continue

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

- d) To delete a labor category click on the Respond link under the “**Actions**” on the **Delete Labor Category** line.

**Respond to Deletions**

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

**Deletions**

\* Required

Template Name	Status	Actions
* Delete Labor Category	Incomplete	<a href="#">Respond</a>
* Delete Product(s)	Incomplete	<a href="#">Respond</a>
* Delete Service Offerings	Incomplete	<a href="#">Respond</a>
* Delete SIN	Incomplete	<a href="#">Respond</a>

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

**Description For Delete Labor Category**

Contract Begin Date : 2009-11-03

\*Please enter a detailed description of the Modification Request.

[Back To Deletions](#)

[Save Description](#)

- f) To delete the **Product(s)** repeat steps (d) and (e) described above.
- g) To delete the **Service Offerings** again repeat steps (d) and (e) described above
- h) To delete the **SIN**, click on the Respond link next to it under the “**Actions**” column. The following screen will appear. Enter the “**Termination Date**” and check the **Action** checkbox. Click the **Save Information** button. Note the termination date should be greater than the current date.

**DELETE SIN(s)**

You must delete at least one SIN.

SIN	Title	Control Number	Index NO	Termination Date	Action
58 3	Television Cameras, Color or Monochrome, Including Spare and Repair Parts & Accessories	200930710754		December 28 2009	<input checked="" type="checkbox"/>
219 4	Television for Hospital, Hotel, Motel (EFFECTIVE 4/1/03)	200930710755		MM DD YYYY	<input type="checkbox"/>

Save Information

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

**Respond to Deletions**

Respond to all of the terms and conditions.

You must respond to all the Deletions Modification Sub Types before you can save this section.

**Deletions**

\* Required

Template Name	Status	Actions
* Delete Labor Category	Completed	Edit
* Delete Product(s)	Completed	Edit
* Delete Service Offerings	Completed	Edit
* Delete SIN	Completed	Edit   Delete

Save And Continue

- j) The **Information Saved** message will be displayed (not shown here). Click **Continue**.
- k) This will bring up the **Upload Documents** page. For instructions to upload documents and submit your eMod see **3.12 Uploading Documents & Submitting eMod**

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

### 3.8 Legal Modifications

#### 3.8.1 Change of Name Agreement Modification

To do a “Change of Name Agreement” modification, follow these steps:

- a) Select the “Change of Name Agreement” Mod subtype and click Submit Online at the bottom of the page (not shown here).

Legal	<input checked="" type="checkbox"/> Change of Name Agreement <input type="checkbox"/> Novation Agreement
-------	---

- b) The **Corporate Information** screen will appear (not shown here). If all the information is correct click **Save and Continue**. Click **Continue** on the Information Saved screen (not shown here).
- c) On the next screen enter the description (optional) for “Change of Name Agreement”. The default is “N/A”.

#### Description For Change of Name Agreement

Contract Begin Date : 2010-03-25

**Instructions:**

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

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

To upload documents, [click here](#)

Please enter a detailed description of the Modification Request.

N/A

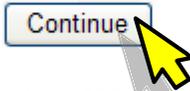
Save And Continue



- d) Click **Save and Continue**.

### INFORMATION SAVED

The LEGAL section is Completed.



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

- e) Click **Continue** on the Information Saved screen which indicates that the Legal section is complete.
- f) The **Upload Documents** page will appear. Note the list of documents required for a “Change of Name Agreement” modification.

### UPLOAD DOCUMENTS

Attach supporting documents to this eMod

Upload all documents associated with your eMod.

Please do not upload the Microsoft Excel files with more than one print area.

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

### Documents

#### Documents

\* Required

Type	Name	Status	Actions
* Affected contracts and/or orders		Not Uploaded	<a href="#">Upload</a>
* Amended Total Dollar Value - Change of Name		Not Uploaded	<a href="#">Upload</a>
* Change of name FAR requirements		Not Uploaded	<a href="#">Upload</a>
* Document of name change authenticated by State		Not Uploaded	<a href="#">Upload</a>
* Legal opinion - change of name		Not Uploaded	<a href="#">Upload</a>
Vendor Defined		Not Uploaded	<a href="#">Upload</a>

Save and Continue

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

### 3.8.2 Novation Agreement Modification

To do a “Novation Agreement” modification, follow these steps:

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

Legal	<input type="checkbox"/> Change of Name Agreement <input checked="" type="checkbox"/> Novation Agreement
-------	---

- b) The Corporate Information screen will appear (not shown here). If all the information is correct click **Save and Continue**. Click **Continue** on the **Information Saved** screen (not shown here).
- c) On the next screen answer the Novation question and each of the subsequent questions. Your answers will determine what documents are required to upload and submit the Mod.

#### Novations

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

- d) Here is an example of one particular scenario

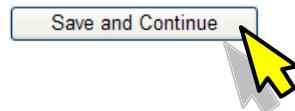
#### Novations

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

Have you novated with any other federal agency?  Yes  No

Do you have multiple GSA Contracts?  Yes  No

Is this the first contract that you are novating with GSA?  Yes  No



- e) Click **Save and Continue**.

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

### Description For Novation Agreement

Contract Begin Date : 2010-03-25

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

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

To upload documents, [click here](#)

Please enter a detailed description of the Modification Request.

N/A

[Back To Legal](#)

[Save Description](#)



- g) Once done with the description click **Save Description**
- h) Click **Continue** on the **Information Saved** screen which indicates that the Legal section is complete.

## INFORMATION SAVED

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

[Continue](#)



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



- i) Upload the required documents

### Documents

\* Required

Type	Name	Status	Actions
* Balance sheets		Not Uploaded	<a href="#">Upload</a>
Certificate of Incorporation		Not Uploaded	<a href="#">Upload</a>
* Consent of sureties		Not Uploaded	<a href="#">Upload</a>
* Evidence of security clearance(s)		Not Uploaded	<a href="#">Upload</a>
* Evidence of transfer		Not Uploaded	<a href="#">Upload</a>
* Legal opinion - novation		Not Uploaded	<a href="#">Upload</a>
* Name Change Agreement		Not Uploaded	<a href="#">Upload</a>
SF 30		Not Uploaded	<a href="#">Upload</a>
* Stakeholder meeting minutes		Not Uploaded	<a href="#">Upload</a>
Vendor Defined		Not Uploaded	<a href="#">Upload</a>

Save and Continue

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

### 3.9 Pricing Modifications

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

Pricing	<input type="checkbox"/> Temporary Price Reduction <input type="checkbox"/> Economic Price Adjustments (EPA) with Commercial Price List (increase) <input type="checkbox"/> Economic Price Adjustments (EPA) without Commercial Price List (increase) <input type="checkbox"/> Permanent Price Reduction (Based on Most Favored Customer) <input type="checkbox"/> Permanent Price Reduction (Industry Partner requested) <input type="checkbox"/> Wage Determinations
---------	---

The following rules apply to the pricing modifications;

- Both Temporary and Permanent Price Reduction cannot be selected at the same time.
- If Permanent Price Reduction is selected the vendor must select either (A) Permanent price reduction (based on most favored customer) or (B) Permanent Price Reduction (industry partner requested).
- Similarly both Economic Price Adjustments cannot be selected at the same time. The vendor must select either (A) Economic Price Adjustments (EPA) with commercial price list (increase) or (B) Economic Price Adjustments (EPA) without commercial price list (increase).

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

**You must select only ONE of these following**

**Error:**

- Permanent Price Reduction (Based on Most Favored Customer)
- Permanent Price Reduction (Industry Partner requested)
- Temporary Price Reduction

**You must select only ONE of these following**

**Error:**

- Economic Price Adjustments (EPA) with Commercial Price List (increase)
- Economic Price Adjustments (EPA) without Commercial Price List (increase)

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

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



- b) The **Corporate Information** screen will appear (not shown here). If all the information is correct click **Save and Continue**. Click **Continue** on the **Information Saved** screen (not shown here).
- c) On the **Respond to Pricing** page click the Respond links under the “**Actions**” column to respond to all the Pricing Modifications Sub Types.

### Respond to Pricing

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

#### Pricing

\* Required

Template Name	Status	Actions
* Economic Price Adjustments (EPA) with Commercial Price List (increase)	Incomplete	<a href="#">Respond</a>
* Permanent Price Reduction (Based on Most Favored Customer)	Incomplete	<a href="#">Respond</a>
* Wage Determinations	Incomplete	<a href="#">Respond</a>

- d) Once you click on the [Respond](#) link the **Description** screen will be displayed. Complete the details and click **Save Description**.

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

Contract Begin Date : 2010-03-25

Date of Last EPA Completed: April 01 2010

Percentage: 2

\*Please enter a detailed description of the Modification Request.

This is a test.

[Back To Pricing](#) [Save Description](#)

- e) The application will return to the **Respond to Pricing** page. You will notice the “**Status**” of EPA with Commercial Price List (increase) as Completed with an option to Edit.

**Respond to Pricing**

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

**Pricing**

\* Required

Template Name	Status	Actions
* Economic Price Adjustments (EPA) with Commercial Price List (increase)	Completed	<a href="#">Edit</a>
* Permanent Price Reduction (Based on Most Favored Customer)	Incomplete	<a href="#">Respond</a>
* Wage Determinations	Incomplete	<a href="#">Respond</a>

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

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

### Description For Wage Determinations

Contract Begin Date : 2010-03-25

\*Please enter a detailed description of the Modification Request.

This is a test.

Back To Pricing

Save Description

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

### Respond to Pricing

Respond to all of the terms and conditions.

You must respond to all the Pricing Modification Sub Types before you can save this section.

### Pricing

\* Required

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

Save And Continue

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

## INFORMATION SAVED

The **PRICING** section is **Completed**.



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

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

### 3.10 Technical Modifications

In the Technical Modifications there are 4 Sub Types.

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

- Select the needed modification subtype(s) and click **Submit Online**. All 4 are selected here for demonstration purposes.
- Next the **Corporate Information** page will show up (not shown here). Click **Save and Continue** if the information is correct. Click **Continue** on the **Information Saved** screen (not shown here).
- On the **Respond to Technical** screen click on the Respond link(s) under the “**Actions**” column.

#### Respond to Technical

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

#### Technical

\* Required

Template Name	Status	Actions
* Change in geographic coverage (scope)	Incomplete	<a href="#">Respond</a>
* Part(s) Number Change	Incomplete	<a href="#">Respond</a>
* Product Descriptive Change	Incomplete	<a href="#">Respond</a>
* Service Descriptive Change	Incomplete	<a href="#">Respond</a>

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

**Description For Change in geographic coverage (scope)**

Contract Begin Date : 2010-03-25

\*Please enter a detailed description of the Modification Request.

This is a test.

Back To Technical

Save Description

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

**Respond to Technical**

Respond to all of the terms and conditions.

You must respond to all the Technical Modification Sub Types before you can save this section.

**Technical**

\* Required

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

- f) Complete other Responses by repeating steps (c) and (d). Once the **Technical** modifications have been completed click **Save And Continue**.
- g) An **Information Saved** message will be displayed (not shown here) indicating that the **Technical** section is Completed. Click **Continue**.
- h) The **Upload Documents** screen will be displayed. For instructions to upload documents and submit the eMod see **3.12 Uploading Documents & Submitting eMod**.

### 3.11 Terms and Conditions Modifications

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

Terms And Conditions	<input checked="" type="checkbox"/> American Recovery and Reinvestment Act (ARRA) <input checked="" type="checkbox"/> Create/Manage Clause Exception(s) <input checked="" type="checkbox"/> Disaster Recovery <input checked="" type="checkbox"/> E-Verify <input type="checkbox"/> Re-representation of Non-Novated Merger/Acquisition <input type="checkbox"/> Re-representation of Business Size	<p><b>Note:</b> The “Re-representation of Non-Novated Merger/Acquisition” or the “Re-representation of Business Size” <u>cannot be combined</u> with any other mod sub type.</p>
----------------------	--	--

- Check the needed Sub Type(s) and click **Submit Online**. The first 4 are selected for demonstration purposes.
- Click **Save and Continue** on the **Corporate Information** page (not shown here). If all the information is correct click **Continue** on the **Information Saved** message (not shown here).
- The **Respond to Terms and Conditions** page is displayed. You can respond by clicking on the Respond link under the “**Actions**” column.

#### Respond to Terms And Conditions

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

#### Terms And Conditions

\* Required

Template Name	Status	Actions
* American Recovery and Reinvestment Act (ARRA)	Incomplete	<a href="#">Respond</a>
* Create/Manage Clause Exception(s)	Incomplete	<a href="#">Respond</a>
* Disaster Recovery	Incomplete	<a href="#">Respond</a>
* E-Verify	Incomplete	<a href="#">Respond</a>

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

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

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

Yes  No

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

- f) The application will revert to the **Respond to Terms And Conditions** page as shown below with the status of ARRA subtype showing as Completed along with the Edit option.

### Respond to Terms And Conditions

Respond to all of the terms and conditions.

You must respond to all the Terms And Conditions Modification Sub Types before you can save this section.

#### Terms And Conditions

\* Required

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

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

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

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

[Back to Terms and Conditions](#)

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

[Select Regulation\(s\)](#)

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

- h) To drop an existing approved exception click on the Drop link corresponding to that particular clause in the “**Action**” column.

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

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

Exception Text to the regulation [52.202-1](#) ( Original )

<b>Approved Exception Text:</b> This is a test	<b>PCO Approval Commen</b> These are fine.
---	---

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

**Exception Text:**  
We are dropping this exception

- j) The application will go back to the Clause Exceptions list as shown below. If you need to cancel the previous action, click on the Cancel Drop link in the “Action” column as shown below.

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

\* Regulation Marked For Removal

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

[Back to Terms and Conditions](#)

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

[Select Regulation\(s\)](#)

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

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

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

Exception Text to the regulation [52.207-5 \( Original \)](#)

**Instructions:**

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

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

Excerpt From Clause:

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

Exception Text:

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

Exception Text to the regulation [52.203-6 \( Alternate 1 \)](#)

**File Download**

**Do you want to open or save this file?**

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

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

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

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

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

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

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

**Excerpt From Clause:**

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

Ready To Edit

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

**Exception Text:**

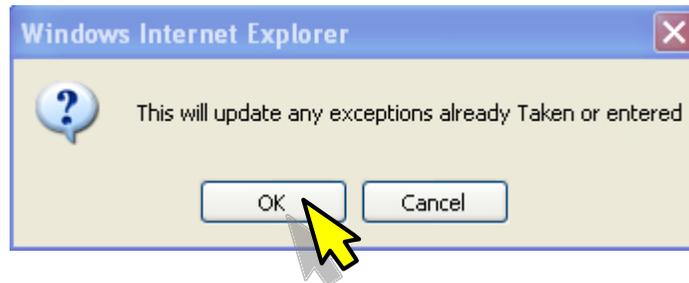
**Note:** This box is where you will perform your edits after you press *Ready to Edit*.

Back to List

Save Exception Text

Continue To Next

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



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

**Excerpt From Clause:**

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

Change and Edit

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

**Exception Text:**

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

Back to List

Save Exception Text

Continue To Next

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

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

### INFORMATION SAVED

The TERMSANDCONDITIONS section is **Incomplete**.

[Continue](#)

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

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

#### Respond to Terms And Conditions

Respond to all of the terms and conditions.

You must respond to all the Terms And Conditions Modification Sub Types before you can save this section.

#### Terms And Conditions

\* Required

Template Name	Status	Actions
* American Recovery and Reinvestment Act(ARRA)	Completed	<a href="#">Edit</a>
* Create/Manage Clause Exception(s)	Completed	<a href="#">Edit</a>
* Disaster Recovery	Incomplete	<a href="#">Respond</a>
* E-Verify	Incomplete	<a href="#">Respond</a>

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

#### Respond To Disaster Recovery

Does the offeror agree to voluntarily participate in the Recovery Purchasing Program as described in GSAR 552.238-80, "Use of Federal Supply Contracts by Certain Entities-Recovery Purchasing in this solicitation"?

Yes  No

[Back To TermsandConditions](#)

[Save This Information](#)

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

### Respond to Terms And Conditions

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

#### Terms And Conditions

\* Required

Template Name	Status	Actions
* American Recovery and Reinvestment Act (ARRA)	Completed	<a href="#">Edit</a>
* Create/Manage Clause Exception(s)	Completed	<a href="#">Edit</a>
* Disaster Recovery	Completed	<a href="#">Edit</a>
* E-Verify	Incomplete	<a href="#">Respond</a>

[Save And Continue](#)

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

#### Respond To Employment Eligibility Verification

As per the FAR, Clause 52.222-54, Employment Eligibility Verification (Jan 2009), Federal contractors and subcontractors are required to begin using the U.S. Citizenship and Immigration Services' E-Verify system to verify their employees' eligibility to legally work in the United States.

Yes  Not Applicable

---

[Back To TermsandConditions](#)
[Save This Information](#)

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

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

### Respond to Terms And Conditions

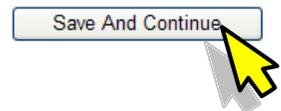
Respond to all of the terms and conditions.

You must respond to all the Terms And Conditions Modification Sub Types before you can save this section.

#### Terms And Conditions

\* Required

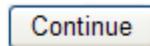
Template Name	Status	Actions
* American Recovery and Reinvestment Act (ARRA)	Completed	<a href="#">Edit</a>
* Create/Manage Clause Exception(s)	Completed	<a href="#">Edit</a>
* Disaster Recovery	Completed	<a href="#">Edit</a>
* E-Verify	Completed	<a href="#">Edit</a>



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

### INFORMATION SAVED

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



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



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

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

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

Terms And Conditions	<input type="checkbox"/> American Recovery and Reinvestment Act(ARRA) <input type="checkbox"/> Create/Manage Clause Exception(s) <input type="checkbox"/> Disaster Recovery <input type="checkbox"/> E-Verify <input checked="" type="checkbox"/> Re-representation of Non-Novated Merger/Acquisition <input type="checkbox"/> Re-representation of Business Size
----------------------	--

**Note:** The “Re-representation of Non-Novated Merger/Acquisition” cannot be combined with any other mod sub type.

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

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

Contract Begin Date : 2010-03-25

Please enter a detailed description of the Modification Request.

N/A

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

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

### INFORMATION SAVED

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



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

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

#### Documents

\* Required

Type	Name	Status	Actions
* Re-Representation - Organization Conflict of interest document		Not Uploaded	<a href="#">Upload</a>
* Supporting Documentation - Re-Representation of Non-Novated Merger/Acquisition		Not Uploaded	<a href="#">Upload</a>
Vendor Defined		Not Uploaded	<a href="#">Upload</a>

[Save and Continue](#)

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

### 3.11.2 Re-representation of Business Size

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

Terms And Conditions	<input type="checkbox"/> American Recovery and Reinvestment Act (ARRA) <input type="checkbox"/> Create/Manage Clause Exception(s) <input type="checkbox"/> Disaster Recovery <input type="checkbox"/> E-Verify <input type="checkbox"/> Re-representation of Non-Novated Merger/Acquisition <input checked="" type="checkbox"/> Re-representation of Business Size
----------------------	---

**Note:** The “Re-representation of Business Size” cannot be combined with any other mod sub type.

- b) Next the **Corporate Information** page will show up (not shown here). Click **Save and Continue** if the information is correct. Click **Continue** on the **Information Saved** screen (not shown here).
- c) On the **Description for Re-representation of Business Size** page enter a detailed description of the Modification Request. This description is optional. The default value is “N/A”. Click **Save and Continue**.

### Description For Re-representation of Business Size

Contract Begin Date : 2010-03-25

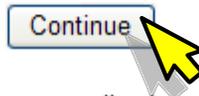
Please enter a detailed description of the Modification Request.

N/A

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

### INFORMATION SAVED

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



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

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

#### Documents

\* Required

Type	Name	Status	Actions
* Supporting Documentation - Re-Representation of Business Size		Not Uploaded	<a href="#">Upload</a>
Vendor Defined		Not Uploaded	<a href="#">Upload</a>

Save and Continue

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

### 3.12 Uploading Documents & Submitting eMod

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

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

#### UPLOAD DOCUMENTS

##### Attach supporting documents to this eMod

Upload all documents associated with your eMod.

Please do not upload the Microsoft Excel files with more than one print area.

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

#### Documents

\* Required

Type	Name	Status	Actions
* Balance sheets		Not Uploaded	<a href="#">Upload</a>
Certificate of Incorporation		Not Uploaded	<a href="#">Upload</a>
* Consent of sureties		Not Uploaded	<a href="#">Upload</a>
* Evidence of security clearance(s)		Not Uploaded	<a href="#">Upload</a>
* Evidence of transfer		Not Uploaded	<a href="#">Upload</a>
* Legal opinion - novation		Not Uploaded	<a href="#">Upload</a>
* Name Change Agreement		Not Uploaded	<a href="#">Upload</a>
SF 30		Not Uploaded	<a href="#">Upload</a>
* Stakeholder meeting minutes		Not Uploaded	<a href="#">Upload</a>
Vendor Defined		Not Uploaded	<a href="#">Upload</a>

Save and Continue 

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



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

**Prepare your modification:**

- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

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

**UPLOAD DOCUMENTS**

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

eMod system accepts only the following file types.  
 (doc, docx, xls, xlsx, pdf, txt, rtf, html, htm, xml, csv, ppt, 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. eMod 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?	Vendor Defined
* Find document on your computer:	C:\Documents and Settings <input type="button" value="Browse..."/>
* What is the document name?	Test

- c) After the upload is completed the status will be shown as “Uploaded”.

**Prepare your modification:**

- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

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

**UPLOAD DOCUMENTS**

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

Please do not upload the Microsoft Excel files with more than one print area. l.

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

---

**Documents**

Type	Name	Status	Actions
Vendor Defined	<a href="#">Test</a>	Uploaded	<a href="#">Delete</a>
Vendor Defined		Not Uploaded	<a href="#">Upload</a>

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

### INFORMATION SAVED

The ATTACHMENT INFORMATION section is Completed.



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

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

**Prepare your modification:**

- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

**Company Name:** Acme Management Concepts, Inc.

**Contract Number:** GS07F0079W

**Modification Type:** Add Labor Category  
Add Product(s)  
Add SIN

**CONFIRMATION**

Are you ready to submit this eMod?

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

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

### FINAL REVIEW OF eMOD

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

Type	Name	Actions
Mod Response	Mod Response	<a href="#">Review</a>
Vendor Defined	Test File	<a href="#">Review</a>

### FINAL REVIEW OF eMOD

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

Type	Name	Actions
Mod Response	Mod Response	<a href="#">Review</a>
Affected contracts and/or orders	Test1	<a href="#">Review</a>
Amended Total Dollar Value - Change of Name	Test2	<a href="#">Review</a>
Change of name FAR requirements	Test3	<a href="#">Review</a>
Document of name change authenticated by State	Test4	<a href="#">Review</a>
Legal opinion - change of name	Test5	<a href="#">Review</a>

### Disclaimer

**\*Required**

In submitting a modification request, the Contractor shall abide by the Modifications Clause GSAM 552.243-72 in the Contract. Should the modification request involve price reductions, the Contractor shall abide by the Price Reductions Clause GSAM 552.238-75 in the Contract. Finally, if the modification request is for an economic price adjustment, the Contractor shall abide by the Economic Price Adjustment-FSS Multiple Award Schedules Contracts Clause GSAM 552.216-70 (Alternate I) and/or I-FSS-969 Economic Price Adjustment-FSS Multiple Award Schedule in the Contract.

Yes  No

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

**SUCCESS**

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

You may now [exit](#) the application

OR

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

- h) Exit the application by clicking the “exit” link or go to the inbox by clicking the “My eMods” link.
- i) **MOD LOCK**. After a Mod is submitted it is locked for any editing and has the “Locked Icon” next to the ID number.

ID	Description	Contract	Created	Status	Submitted By	Actions
WGSgHTNF	Add Product(s)	GS23F0010V	2011-11-01 13:40:01.93	In Progress	Uma Gnanasundaram	<input type="button" value="Edit Mod"/> <input type="button" value="Withdraw Mod"/>
Q78zQ6m3	Selected Mod Actions	GS23F0055U	2009-07-23 15:10:00.08	Withdrawn	Uma Rudraraju	<input type="button" value="View Mod"/>

j) The following message appears when you click the **Edit Button**



k) Request the unlock by clicking the 'Yes' button. After the CO/CS approves your request to "Unlock" mod, the mod will be editable as shown below.

<a href="#">LTP1W0TH</a>	<a href="#">Selected Mod Actions</a>	GS23F0010V	2010-07-19 11:40:00.00	Withdrawn	Shampa Majumdar	<a href="#">View Mod</a>	
<a href="#">WGSGHNTNF</a>	<a href="#">Add Product(s)</a>	GS23F0010V	2011-11-01 13:40:01.93	Actions Pending	Uma Gnanasundaram	<a href="#">Edit Mod</a>	<a href="#">Withdraw Mod</a>
<a href="#">Q78ZQ5M5</a>	<a href="#">Selected Mod Actions</a>	GS23F0055U	2009-07-23 15:10:00.08	Withdrawn	Uma Rudraraju	<a href="#">View Mod</a>	

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

**Submitted Modifications**

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

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
<a href="#">WMEM2V5B</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	Joe Know	<a href="#">View Mod</a>
<a href="#">6LMXHY77</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-03-31 15:35:40.69	In Progress	Jackie Jone	<a href="#">Edit Mod</a> <a href="#">Withdraw Mod</a>

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

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

Event Log	
DUNS	: 605691807
Control ID	: 6LMXHY77
<ul style="list-style-type: none"> <li>The eMod is created/updated on 2010-03-31 15:35:40.693 by John Doe</li> <li>eMod received on 2010-03-31 15:35</li> </ul>	
<a href="#">Close</a>	

n) If you select the “[Selected Mod Actions](#)” link the Mod details will show up

Company Name: Acme Management Concepts, Inc.

**Contract Details**  
DUNS : 605691807  
Control ID : 6LMXHY77  
Contract Number : GS07F0079W

**Selected Mod Types Details**

Primary Types	Sub Types
Additions	Add Labor Category Add Product(s) Add SIN

Close

### 3.13 Edit an eMod

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

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

#### Submitted Modifications

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

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
<a href="#">WMEM2V5B</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	John Doe	<a href="#">View Mod</a>
<a href="#">6LMXHY77</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-01 13:58:11.983	Actions Pending	John Doe	<a href="#">Edit Mod</a> <a href="#">Withdraw Mod</a>
<a href="#">XPTOKL9V</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-01 16:01:08.47	Approved	John Doe	<a href="#">View Mod</a>
<a href="#">FYD87FB3</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-01 16:01:08.486	In Progress	John Doe	<a href="#">Edit Mod</a> <a href="#">Withdraw Mod</a>

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

**Prepare your modification:**

- Edit Modification Type
- Corporate Information
- Additions
- Upload Documents
- Submit Request
- Complete  Incomplete

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

**CORPORATE INFORMATION**

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

DUNS Number:	123456789
Type of Organization:	Mutually Defined
Common Parent DUNS Number:	605691807
Company Name:	ACME MANAGEMENT CONCEPTS INC
Doing Business As (DBA):	
Business Type:	Veteran Owned Business Service-Related Disabled Veteran Owned S Corporation Service Location Research Institution

- c) Select the section of the Mod (from the upper left menu) that needs to be edited.
- d) Edit or update the Mod information and **Save and Submit**.

### 3.14 Withdraw an eMod

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

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

**Submitted Modifications**

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

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
<a href="#">WMEM2V5B</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	John Doe	<input type="button" value="View Mod"/>
<a href="#">6LMXHY7Z</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-01 13:58:11.983	Actions Pending	John Doe	<input type="button" value="Edit Mod"/> <input type="button" value="Withdraw Mod"/>
<a href="#">XPTOKL9V</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-01 16:01:08.47	Approved	John Doe	<input type="button" value="View Mod"/>
<a href="#">FYD87FB3</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-01 16:01:08.486	In Progress	John Doe	<input type="button" value="Edit Mod"/> <input type="button" value="Withdraw Mod"/>



- b) A confirmation page will appear. Click “Yes” to withdraw the Modification.

**CONFIRM WITHDRAW**

Are you sure you want to withdraw this Modification?

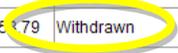


Now the Mod status shows as “withdrawn”. The Mod can still be viewed for future reference.

**Submitted Modifications**

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

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
<a href="#">WMEM2V5B</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	John Doe	<input type="button" value="View Mod"/>
<a href="#">6LMXHY7Z</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-07 11:49:24.416	Actions Pending	John Doe	<input type="button" value="Edit Mod"/> <input type="button" value="Withdraw Mod"/>
<a href="#">XPTOKL9V</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-01 16:01:08.47	Approved	John Doe	<input type="button" value="View Mod"/>
<a href="#">FYD87FB3</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-07 11:57:58.79	Withdrawn	John Doe	<input type="button" value="View Mod"/>



### 3.15 Split eMod

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

**Submitted Modifications**

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

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
<a href="#">6LJQ1JZS</a>	<a href="#">Selected Mod Actions</a>	GS07F9713G	2008-10-28 14:50:06.55	Split	John Doe	<input type="button" value="View Mod"/>
<a href="#">BYQW094D</a>	<a href="#">Selected Mod Actions</a>	GS07F9713G	2008-10-28 14:50:25.083	In Progress	John Doe	<input type="button" value="Edit Mod"/> <input type="button" value="Withdraw Mod"/>
<a href="#">EJQ1JZS</a>	<a href="#">Selected Mod Actions</a>	GS07F9713G	2008-10-28 14:50:25.15	In Progress	John Doe	<input type="button" value="Edit Mod"/> <input type="button" value="Withdraw Mod"/>



### 3.16 Respond to a Clarification Request

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

This is an automatic notification to inform you that a clarification is required to continue the process for the contract modification against the contract (GS07F0079W) Mod No - 0002, eModId 6LMXH77

We have open a clarification case number 268

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

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

Please find attached the following document(s):

Clarification Letter.pdf

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

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

**Submitted Modifications**

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

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
<a href="#">WMEM2V5B</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	John Doe	<input type="button" value="View Mod"/>
<a href="#">6LMXH77</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-08 16:04:53.563	Actions Pending	John Doe	<input type="button" value="Edit Mod"/> <input type="button" value="Withdraw Mod"/>
<a href="#">XPTOKL9V</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-01 16:01:08.47	Approved	John Doe	<input type="button" value="View Mod"/>
<a href="#">FYD87FB3</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-07 12:10:00.216	Withdrawn	John Doe	<input type="button" value="View Mod"/>
<a href="#">R4BRPMFH</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-09 13:58:07.626	Approved	John Doe	<input type="button" value="View Mod"/>
<a href="#">NI7PEKNU</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-09 14:24:43.923	<a href="#">Provide Clarification</a>	John Doe	<input type="button" value="View Mod"/>



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

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

**Exception Contract Clauses submitted by Vendor**

All Regulations have to be responded before 2010-04-10.

Clause Number	Title	Status	Action
<a href="#">52_209-1</a> ( Original )	QUALIFICATION REQUIREMENTS (MAR 1996)	Incomplete	<input type="button" value="Respond"/>

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

- c) To view the history of clarifications, click on the “[view](#)” history link (shown in 3.13 (b)) and the **History of Negotiations** will be listed.

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

**History of Negotiations**

Requested/Responded by	Notes
jackie.jone@gsa.gov	Req. clarification for this clause, till then I Cannot approve it
jackie.jone@gsa.gov	(a) Definition: "QUALIFICATION REQUIREMENT," as used in this clause, means a Government requirement for testing or other quality assurance demonstration that must be completed before award. Test
jackie.jone@gsa.gov	(a) Definition: "QUALIFICATION REQUIREMENT," as used in this clause, means a Government requirement for testing or other quality assurance demonstration that must be completed before award. Test

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

[Review Contract Clause 52.209-1 \( Original \)](#)

**Instructions:**

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

Submitted Exception Text	Comments From CO/CS
(a) Definition: "QUALIFICATION REQUIREMENT," as used in this clause, means a Government requirement for testing or other quality assurance demonstration that must be completed before award. Test	Req. clarification for this clause, till then I Ca

[Enter Exception Clarification and Resubmit for 52.209-1 \( Original \)](#)  
 If approved, the information provided in this screen will appear on eLibrary for buyer(s) to view

**Revised Exception Text**

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

[Click Here to view the History of Negotiations for the Contract Clause 52.209-1](#)

- e) On the next screen the **Exception Contract Clause submitted by Vendor**, the “Status” will show as “Completed”. Click **Submit Response**.

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

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

Clause Number	Title	Status	Action
<a href="#">52.209-1</a> ( Original )	QUALIFICATION REQUIREMENTS (MAR 1996)	Completed	<a href="#">Edit</a>

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

- f) A success message will be displayed.

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

Request for Clarification was successfully submitted.

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

### 3.17 eSigning An eMod

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

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

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
<a href="#">N17PEKNU</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-09 14:5	10.026 Ready for Vendor esign		<input type="button" value="View Mod"/> <input type="button" value="Sign Package"/> <input type="button" value="View Package"/>

- a) Choose the appropriate action based on whether the Mod or the Package should be viewed or the Package should be signed.
- b) If ready to sign, click **Sign Package**. This will take you to the **Sign Contract** page.

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

**Sign Contract**

The following documents must be reviewed and accepted before signing.

Name	Description	Action
Mod nrff		<a href="#">Review</a>

All documents in the eMod package have been reviewed.

[Continue](#)

- c) Review the Mod by clicking the “[Review](#)” link under “**Action**”.

**Note:** The “All documents in the eMod package have been reviewed” must be selected before you can click continue.

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

<b>Company Name:</b> Acme Management Concepts, Inc.
<b>Contract Number:</b> GS07F0079W

**SIGN eMOD**

The following documents must be reviewed and accepted before signing.

**Documents**  
 \*Required

Name	Status	Actions
Standard Form 30	Not Accepted	<a href="#">Review and Accept*</a>

[Save and Exit](#) [Reject eMod](#)

- e) Click the link “[Review and Accept\\*](#)”. Note the option to reject the eMod at this point is still available.



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

**REVIEW DOCUMENT**

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

**Standard Form 30**

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. Contract ID Code	Page of Pages 1   1
Amendment/Modification No. PO-0009	3. Effective Date: See 16C	4. Requisition/Purchase Req. No.	5. Project No. (If Applicable) 874
6. Issued By: General Service Administration MANAGEMENT SERVICES CTR 400 15 ST S.W. (10FTP) AUBURN WA 98001		7. Administered By: (If Other) GSA/FAS CONT MGMT DIV (4FQ) 411 WEST PEACHTREE STREET ATLANTA GA 30365 404-331-5119	
8. Name and Address of Contractor (No. Street, County, State and Zip Code) Acme Management Concepts, Inc. 6900 COLLEGE BLVD SUITE 1  OVERLAND PARK, KS 662111536		9A. Amendment of Solicitation No:	9B. Dated (See Item 11)
		10A. Modification of Contract/Order No. GS-10F-0276R	

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

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

**SIGN eMOD**

The following documents must be reviewed and accepted before signing.

**Documents**  
\*Required

Name	Status	Actions
Standard Form 30	Accepted by John Doe	<a href="#">View</a>

Save and Exit

Sign eMod <OR> Reject eMod

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



i) Success message is displayed as shown below.

**Sign HandBack Success**

Contract Package has been successfully Submitted for Signing Process.  
 Please complete a short user survey, by clicking the link below.

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

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

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

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
<a href="#">N17PEKNU</a>	<a href="#">Selected Mod Actions</a>	GS07F0079W	2010-04-09 14:59:22.26	Awaiting CO esign		<input type="button" value="View Mod"/> <input type="button" value="View Package"/>

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