



U.S. General Services Administration

# Formatted Products Tool (FPT)

July 13, 2016

# Disclaimer

*"The purpose of this webinar is to allow GSA FAS to verbally present the DRAFT planned solicitation refresh and related mass modification as a courtesy to industry. All comments on the information presented must be submitted via chat on this call. GSA FAS will consider all relevant comments and document them, but we are not obligated to respond to any questions at this time. GSA FAS may address some comments during the call or provide responses to relevant questions on the original Interact posting. GSA FAS does not guarantee a response to all questions, but may issue a formal response to industry comments or related inquiries. GSA FAS will make changes to the DRAFT as appropriate. Interested parties should review the final version of the solicitation refresh or mass modification closely for additional changes made to this DRAFT."*

# Introductions

Robin Bourne - Director, MAS Program Office

Steven Hutchinson - Supervisory Procurement Analyst, MAS Program Division

Kellie Stoker - Procurement Analyst, MAS Program Division

Keonia Cobbins - Program Analyst, MAS Program Division

Josh Royko - Director, Program Analysis Division

Jeff Wellen - Operations Research Analyst, Program Analysis Division

# How will FPT be implemented?

- On June 20, 2016, GSA posted a notice on [Interact](#) announcing the rollout of FPT.
- Schedules 58I and 72 will be refreshed in July, 2016 along with a Mass Modification which will incorporate the FPT.
- Schedules 51 V, 75, 73 and 70 will be rolled out over the next few months with all remaining product schedules phasing in every few weeks.
- Vendors are encouraged to accept the Mass Mod as soon as possible in order to baseline their contract, standardize part numbers and have an accurate file automatically uploaded to GSA Advantage! Upon accepting the mass mod, the baselining must be completed within 60 days.
- Note that while the mass mod is optional, vendors must access the mass mod and either accept or decline the modification.



# What is the Significance of this Mod?

In order to accommodate the FPT upgrade and the up-front electronic submission of pricing data, deviated and alternate language was needed under multiple clauses and provisions. The following clauses are added with prior versions deleted:

- a) 552.211-78 Commercial Delivery Schedule (Multiple Award Schedule) (DEVIATION - JUN 2016) (FEB 1996)
- b) 552.216-70 Economic Price Adjustment – FSS Multiple Award Schedule Contracts (SEP 1999) (ALTERNATE I - SEP 1999) (DEVIATION - JUN 2016)
- c) 552.238-71 Submission and Distribution of Authorized FSS Schedule Price Lists (DEVIATION - JUN 2016) (SEP 1999)

# What is the Significance of this Mod?

- d) 552.238-72 Identification of Products that have Environmental Attributes (SEP 2003) (DEVIATION - JUN 2016)
- e) 552.238-81 Modifications (Federal Supply Schedule) (APR 2014) (ALTERNATE I - APR 2014) (DEVIATION - JUN 2016)
- f) F-FSS-202-F Delivery Prices Overseas (APR 1984) (ALTERNATE I - JUN 2016)
- g) I-FSS-163 Option to Extend the Term of the Contract (Evergreen) (APR 2000) (ALTERNATE I - JUN 2016)
- h) I-FSS-600 Contract Price Lists (APR 2016) (ALTERNATE II - JUN 2016)
- i) I-FSS-969 Economic Price Adjustment – Multiple Award Schedule (OCT 2014) (ALTERNATE I - JUN 2016)
- j) SCP-FSS-001-N Instructions Applicable to New Offerors (OCT 2015) (ALTERNATE II - JUN 2016)

# What is the Significance of this Mod?

- k) SCP-FSS-001-N Instructions Applicable to New Offerors (OCT 2015) (ALTERNATE III - JUN 2016) **[Schedule 70 only]**
- l) SCP-FSS-001-S Instructions Applicable to Successful FSS Program Contractors (MAR 2016) (ALTERNATE I - JUN 2016)
- m) SCP-FSS-002 Specific Proposal Instructions for Services (FEB 2016) (ALTERNATE I - JUN 2016)
- n) SCP-FSS-003 Specific Proposal Instructions for Products (JUN 2016)
- o) SCP-FSS-004 Specific Proposal Instructions for Schedule 70 (JUN 2016) (ALTERNATE I - JUN 2016) **[Schedule 70 only]**

# How will FPT benefit contractors?

- FPT will provide contractors with valuable information in terms of where their products are positioned within the Federal marketplace.
  - By understanding where offered pricing on currently awarded identical items falls across the pricing spectrum, contractors can make decisions about the best mix of products to offer the Government.
  - Leveraging data analytics will also reduce the time it will take for Contracting Officers to review and approve modification requests.



# How will FPT benefit contractors?

- The automated upload process to GSA Advantage! will save even more time by uploading added items immediately upon award rather than having to work through the cumbersome SIP process then wait additional time for the CO to review and approve the SIP file.
- Awarded items will be immediately visible to federal customers on GSA Advantage!, FPT will also enhance the shopping experience for our customers as well increasing sales.

# New Offer Process under FPT

New offers will be submitted through the eOffer website and vendors have a variety of ways to input data which will be discussed later.

- Data for new offers will be processed to standardize Manufacturer's Part Numbers (MPNs). Items which are identified as capable of being standardized will be flagged in a response file back to the vendor. The vendor can accept the system identified MPN or provide rationale as to why the system identified MPN is not accurate.
- Vendors can make corrections on their offer submission and resubmit the offer package for further analysis and evaluation.

# New Offer Pricing under FPT

In addition to MPN standardization, offered pricing will also be evaluated against any identical items found within the search tool.

- Vendors will upload their offered pricing. The pricing will be processed through the FPT module and a report will be generated flagging any pricing that is considered outside the established range.
- The same evaluation methodology utilized in the Competitive Pricing Initiative (CPI) last Spring will be used to evaluate pricing under FPT.
- For any items outside the accepted range, the vendor will receive a report showing the variability.
- The vendor will have the opportunity to review and update pricing prior to final submission or provide rationale for the pricing along with their offer submission.

# Baseline Mod Process under FPT

Upon accepting the FPT Mass Modification, current contractors will need to go to eOffer and submit the baseline mod associated with FPT.

- The Baseline mod works just like the new offer process.
- Part numbers will be standardized as applicable and the vendor will be provided an opportunity to accept the proposed standardized part number or provide explanation.
- Contract pricing will also be evaluated for variability against the established ranges and the vendor will be provided this information as well.

# Baseline Mod Process under FPT

## Important points to remember

- All awarded products must be uploaded in the baseline modification to ensure a complete file is uploaded into GSA Advantage!.
- Only one baseline modification can be submitted, therefore multiple brands or large catalogs must be uploaded at one time.
- Items must still be determined fair and reasonable when compared against the MFC and the established pricing variability ranges.
- Items not within the range or not considered fair and reasonable absent any further rationale from the vendor, may be deleted from contract award.

# Baseline Mod Process under FPT

Important points to remember for Vendors under Schedules 75, 51 V, and 70.

- Vendors who hold GSA-initiated Blanket Purchase Agreements (BPAs) should continue to use their current EDI or SIP process until system changes are completed which will allow vendors to have continued access to SIP after they have baselined their MAS contract.
- The system changes should be completed within eight weeks.
- If vendors baseline their MAS contract prior to the system updates, they will no longer have access to SIP to update their BPAs.
- Vendors under these schedules holding GSA-initiated BPAs will be notified when the baseline mod can be completed.



# Offer Process

# Offer Category in eOffer

**GOODS/SERVICES**

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

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

**Add SIN(s)**

\*Select SIN from test3

Action
<input type="text" value="75 200-OFFICE PRODUCTS"/> <input type="button" value="Add SIN Details"/>

**Your SIN(s)**

Name	Group	Description	Actions
75 200	test3	75 200-OFFICE PRODUCTS	<a href="#">Edit</a>   <a href="#">Delete</a>

After adding your SIN(s), you must choose a preponderance of work. The preponderance of work must be one of the NAICS codes that corresponds to a SIN you have chosen for this contract.

**Preponderance Of Work**

\*Select Preponderance of Work

Vendor proposed preponderance of work :

Selected Preponderance Of Work is : 111110

**\*Offer Category**

Products Only  Services Only  Product and Services

- Offeror chooses what type of line items they will be Offering against
- By choosing Products only, they only need to complete the Wizard Management
- By choosing Products and Services, or Services only they will complete both the Wizard Management and the Services text file.

# Product Template Wizard in eOffer

Company Name:	FAS OCIO QI0J	Schedule Number: Schedule 75
Solicitation Number:	2FAA-BU-050001-B Refresh# 22   <a href="#">View PDF</a>	
ID:	T478LIOD	

## PRODUCT TEMPLATE WIZARD

Instructions:- Selections made on this screen will be visible on the left panel under Wizard Management as well as in your Capture Pricing document. The Accessories/Options you select will not be visible on the left panel, however, they will be captured within your final template.

Do the following apply to your offer?	Level	Do the following apply to your offer?	Level
Discounts <input type="text" value="No"/>	<input type="radio"/> Offer Level <input type="radio"/> SIN Level <input type="radio"/> Line Item Level	Special Charges <input type="text" value="No"/>	Line Item
Delivery <input type="text" value="Yes"/>	<input type="radio"/> Offer Level <input type="radio"/> SIN Level <input type="radio"/> Line Item Level	Special Features <input type="text" value="No"/>	Line Item
Contractor Warranty <input type="text" value="No"/>	SIN	Accessories <input type="text" value="No"/>	Line Item
Zonal Pricing <input type="text" value="No"/>	Offer	Options <input type="text" value="No"/>	Line Item
		Photos <input type="text" value="No"/>	Line Item



















Back

Save Wizard Responses

Save and Continue

- Process for Products ONLY
- Left menu will be added with “Wizard Management” & “Capture Pricing”

# Left Menu

Prepare your eOffer:	
	<i>Corporate Information</i>
	<i>Negotiators</i>
	<b>Goods/Services</b>
	<i>Wizard Management</i>
	<i>Zonal Pricing</i>
	<i>Special Charges</i>
	<i>Special Features</i>
	<i>Discounts</i>
	<i>Delivery</i>
	<i>Contractor Warranty</i>
	<i>Capture Pricing</i>
	<i>Standard Responses</i>
	<i>Solicitation Clauses</i>
	<i>Solicitation Provisions</i>
	<i>Upload Documents</i>
	<i>Submit eOffer</i>
	<b>Complete</b>
	<b>Incomplete</b>

- Will function similar to current eOffer/eMod menu
- Entries will be shown only after “Wizard Management” has been completed
- Entries will be customized based upon selections made within “Wizard Management”

# Special Charges

Company Name:	FAS OCIO QI0J	Schedule Number: Schedule 75
Solicitation Number:	2FAA-BU-050001-B Refresh# 22   <a href="#">View PDF</a>	
ID:	B9HSHMP2	

## SPECIAL CHARGES

[View Wizard Summary](#)

Instructions:- Select the Special Charges that apply to the products for each SIN.

\* SIN :

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> None                       | <input type="checkbox"/> Expediting Premium | <input type="checkbox"/> Same Day Service  |
| <input checked="" type="checkbox"/> One Day Service | <input type="checkbox"/> Two Day Service    | <input type="checkbox"/> Installation      |
| <input type="checkbox"/> Assembly                   | <input type="checkbox"/> Inside Delivery    | <input type="checkbox"/> Saturday Delivery |
| <input type="checkbox"/> Layout/Design              | <input type="checkbox"/> Training           |  |

SIN	Special Charges	Action
75 99	One Day Service	

- Summary for “Wizard Management” will be available to view from any screen

# Environmental & Special Features

**Company Name:** FAS OCIO QI0J
**Schedule Number:** Schedule 75
**Solicitation Number:** 2FAA-BU-050001-B Refresh# 22 | [View PDF](#)
**ID:** B9HSHMP2

**Prepare your eOffer:**

✔ Corporate Information

✔ Negotiators

✔ Goods/Services

✔ Wizard Management

✔ Special Charges

✔ Special Features

✔ Discounts

✔ Delivery

✔ Contractor Warranty

! Capture Pricing

! Standard Responses

! Solicitation Clauses

! Solicitation Provisions

! Upload Documents

! Submit eOffer

✔ Complete ! Incomplete

## SPECIAL FEATURES

Instructions: Select the features that apply to the products for each SIN. For more information on Special Features [click here](#) [View Wizard Summary](#)

\* SIN : 75 99 Select

### Environmental Features

None  
 Bio Preferred item  
 Green Seal item  
 Forest Stewardship Council

Low Volatile Organic Compounds (VOC - paints)  
 PRIME Program item  
 Shipboard Use Approved item  
 GREENGUARD Certified

Comprehensive Procurement Guidelines (CPG) compliant  
 NESHAP Compliant item  
 EPA Primary Metals Free item  
 Biodegradable

### Special Features

None  
 Ergonomic item  
 Scan Code 1  
 Scan Code 3

Ability one item  
 Section 508 item  
 Scan Code 2

UNICOR item  
 Pre-purchased stock  
 Hazmat

Add Special Features
Save and Continue

SIN	Environmental Features	Special Features	Action
75 99	Bio Preferred item	Ergonomic item	✎

- User can see the completed steps denoted by “ ✔ “ on the left menu



# Discounts at Offer Level / SIN Level

<b>Company Name:</b>	FAS OCIO QI0J	<b>Schedule Number:</b> Schedule 75
<b>Solicitation Number:</b>	2FAA-BU-050001-B Refresh# 22   <a href="#">View PDF</a>	
<b>ID:</b>	EI4E9NK8	

## DISCOUNTS

[View Wizard Summary](#)

**Instructions:-** Select 'SIN', if applicable. Enter 'Start Range', with a number greater than 1. Enter 'End Range', with a number greater than number entered for 'Start Range'. Then, enter a % value for the established range in 'Discount %' field. Enter any conditions that might be applicable to the established range and click on 'Add Discount' to save your data.

\*SIN

Discount Type:

\*Start Range:

\*End Range:

\*Discount %:

Condition:

### Discount Listing

SIN	Discount Type	Start Range	End Range	Discount %	Action
75 200	Volume/Qty Discount	2	10	5.0	
75 200	Volume/Qty Discount	11	30	6.0	

- Discounts can be done at Offer / SIN / Item Level
- Can be done by Volume/ Quantity Discount or Dollar Discount or Both
- If chosen to be done at SIN level, user will be required to enter details per SIN

# Delivery at Offer Level / SIN Level

**Prepare your eOffer:**

- Corporate Information
- Negotiators
- Goods/Services
- Wizard Management
- Zonal Pricing
- Special Charges
- Special Features
- Discounts
- Delivery
- Contractor Warranty
- Capture Pricing
- Standard Responses
- Solicitation Clauses
- Solicitation Provisions
- Upload Documents
- Submit eOffer
- Complete  Incomplete

**Company Name:** FAS OCIO QI0J

**Solicitation Number:** 2FAA-BU-050001-B Refresh# 22 | [View PDF](#)

**ID:** EI4E9NK8

**Schedule Number:** Schedule 75

## DELIVERY

**Instructions:**-Select the delivery type that apply to the products for each SIN.

\* SIN :










Delivery Area	Delivery Type
CONUS	<input checked="" type="radio"/> FOB Destination (D) <input type="radio"/> FOB Origin (O)
Alaska (AK)	<input type="radio"/> FOB Destination (D) <input type="radio"/> FOB Origin (O) <input type="radio"/> No Delivery (ND)
Puerto Rico (PR)	<input type="radio"/> FOB Destination (D) <input type="radio"/> FOB Origin (O) <input type="radio"/> No Delivery (ND)
Hawaii (HI)	<input type="radio"/> FOB Destination (D) <input type="radio"/> FOB Origin (O) <input type="radio"/> No Delivery (ND)

SIN	Delivery Type	Action
75 200	CONUS - FOB Destination (D), Alaska (AK) - FOB Destination (D), Puerto Rico (PR) - FOB Destination (D), Hawaii (HI) - FOB Destination (D)	

[View Wizard Summary](#)

- Delivery can be done at Offer / SIN / Item Level

# Methods to Work on the Template

<p><b>Prepare your eOffer:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Corporate Information</li> <li><input checked="" type="checkbox"/> Negotiators</li> <li><input checked="" type="checkbox"/> Goods/Services</li> <li><input checked="" type="checkbox"/> Wizard Management</li> <li><input checked="" type="checkbox"/> Special Charges</li> <li><input checked="" type="checkbox"/> Special Features</li> <li><input checked="" type="checkbox"/> Discounts</li> <li><input checked="" type="checkbox"/> Delivery</li> <li><input checked="" type="checkbox"/> Contractor Warranty</li> <li><input checked="" type="checkbox"/> <b>Capture Pricing</b></li> <li><input type="checkbox"/> Standard Responses</li> <li><input type="checkbox"/> Solicitation Clauses</li> <li><input type="checkbox"/> Solicitation Provisions</li> <li><input type="checkbox"/> Upload Documents</li> <li><input type="checkbox"/> Submit eOffer</li> <li><input checked="" type="checkbox"/> Complete <input type="checkbox"/> Incomplete</li> </ul>	<h2 style="text-align: center;">CAPTURE AND GENERATE PRICING</h2> <p><b>STEP 1A :</b>  <b>Instructions:-</b> Choose <i>one of the methods</i> to enter the pricing data. Please add the product(s) to all the selected SINS.</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td data-bbox="349 525 857 828"> <p><b>Option 1 :</b></p> <p>Download/Upload Template</p>  <p><a href="#">Instructions</a></p> <p>Proceed to Download Template</p> </td> <td data-bbox="863 525 1369 828"> <p><b>Option 2 :</b></p> <p>On-Screen Data Entry</p>  <p><a href="#">Instructions</a></p> <p>Proceed to Enter On Screen</p> </td> <td data-bbox="1375 525 1897 828"> <p><b>Option 3 :</b></p> <p>Electronic Data Interchange(EDI)</p>  <p><a href="#">Instructions</a></p> <p>Proceed to EDI</p> </td> </tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr> <td data-bbox="349 851 857 1098"> <p><b>STEP 1B :</b></p> <p>Click on 'Upload Additional Photo' button to upload photos for the products and accessories.</p> <p>Upload Additional Photos</p> </td> <td data-bbox="863 851 1369 1098"> <p><b>STEP 2 :</b></p> <p>Clicking on the below button will trigger the process to generate the Offer Analysis Report.</p> <p>Note: Generation of the document will take about 30 minutes depending on the number of the products.</p> <p>Generate Offer Analysis Report</p> </td> <td data-bbox="1375 851 1897 1098"> <p><b>STEP 3 :</b></p> <p>Clicking on the below button will trigger the process to generate the Pricing Document.</p> <p>Note: Generation of the document will take about 30 minutes depending on the number of Products added.</p> <p>Generate Pricing Document</p> </td> </tr> </table> <p style="text-align: right;"><a href="#">Save and Continue</a></p>	<p><b>Option 1 :</b></p> <p>Download/Upload Template</p>  <p><a href="#">Instructions</a></p> <p>Proceed to Download Template</p>	<p><b>Option 2 :</b></p> <p>On-Screen Data Entry</p>  <p><a href="#">Instructions</a></p> <p>Proceed to Enter On Screen</p>	<p><b>Option 3 :</b></p> <p>Electronic Data Interchange(EDI)</p>  <p><a href="#">Instructions</a></p> <p>Proceed to EDI</p>	<p><b>STEP 1B :</b></p> <p>Click on 'Upload Additional Photo' button to upload photos for the products and accessories.</p> <p>Upload Additional Photos</p>	<p><b>STEP 2 :</b></p> <p>Clicking on the below button will trigger the process to generate the Offer Analysis Report.</p> <p>Note: Generation of the document will take about 30 minutes depending on the number of the products.</p> <p>Generate Offer Analysis Report</p>	<p><b>STEP 3 :</b></p> <p>Clicking on the below button will trigger the process to generate the Pricing Document.</p> <p>Note: Generation of the document will take about 30 minutes depending on the number of Products added.</p> <p>Generate Pricing Document</p>
<p><b>Option 1 :</b></p> <p>Download/Upload Template</p>  <p><a href="#">Instructions</a></p> <p>Proceed to Download Template</p>	<p><b>Option 2 :</b></p> <p>On-Screen Data Entry</p>  <p><a href="#">Instructions</a></p> <p>Proceed to Enter On Screen</p>	<p><b>Option 3 :</b></p> <p>Electronic Data Interchange(EDI)</p>  <p><a href="#">Instructions</a></p> <p>Proceed to EDI</p>					
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# Method to Enter Product Details: Enter on the Screen



## PRICING DATA

**Instructions:** Fill out each section by entering your details in the cells provided. Be sure to click the **Save Products** button after completing each tab. When you are finished, click the **Go to Capture Pricing** button and, from there, click **Generate Pricing Document**.

In order to view your saved information, select the **SIN** and click on 'Select' button.


\* SIN

**Get Started** | Pricing | Additional Photos | Discounts | Accessories | Special Charges | Delivery | Options | Dimensions & Shipping

	Delete	* Manufacturer Part Number	* Manufacturer Name	* Product/Accessory Type
1				▼
2				▼
3				▼
4				▼
5				▼

# Method to Enter Product Details: Download

**Option 1 :**  
**Download/Upload Template**



[Instructions](#)

Proceed to Download Template

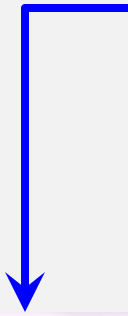


**PRODUCT TEMPLATE**

**Step 1**  
**Instructions:**  
Download the product template file by clicking on the **Download** button.  
Product Template :

**Step 2**  
**Instructions:**  
Once you have filled out the required information, upload the file via the **Start Upload** button.  
Click on **Refresh Status** to validate your data. If you receive an error message, resolve the issues, delete the current document, and re-upload your new file.  
After saving your data, you must go back to the Capture Pricing section and click the **Generate Pricing Document** button.

Browse :  No file chosen  
Upload :

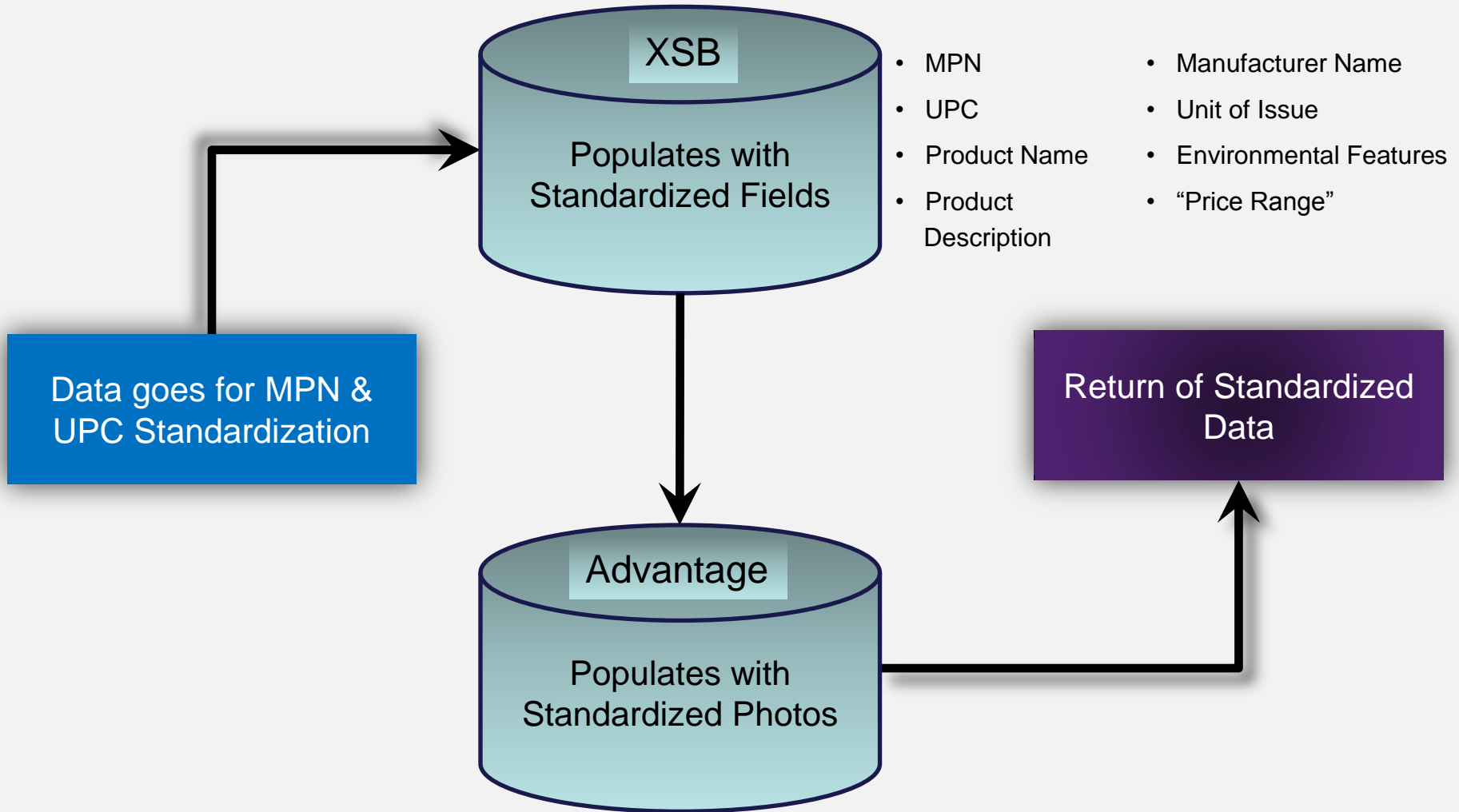


The screenshot shows the Microsoft Excel interface with the Product Template data entry form overlaid. The form is a table with columns A through K. The data entry fields are as follows:

A	B	C	D	E	F	G	H	I	J	K
*SIN	*Manufacturer Part Number	*Manufacturer Name	*Product Type	*Product / Accessory Name	UPC/ ISBN/ GTIN 14/ EAN 8/ EAN 13	*Vendor's Product / Accessory Description	*Unit of Issue	*Quantity Per Unit	Quantity of Product / Unit	*Offer Price

The Excel ribbon is visible at the top, showing the Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer tabs. The status bar at the bottom indicates the current sheet is 'Pricing' and the cursor is at cell A1.

# Data Goes for Standardization





# Return of Standardized Data (From 3<sup>rd</sup> Party & Advantage)

## VIEW AND UPDATE OFFER PRICE AND PRODUCT INFORMATION

Select SIN:\* SIN/NSN

Line Items: Required Action

Line Items: Require No Action

	Action	Initial Manufacturer Part Number	Standardized Manufacturer Part Nun	Initial Manufacturer Name	Standardized Manufacturer Name	Initial UPC/ ISE ^
1						
2						
3						

## VIEW AND UPDATE OFFER PRICE AND PRODUCT INFORMATION

Select SIN:\* SIN/NSN

Line Items: Required Action

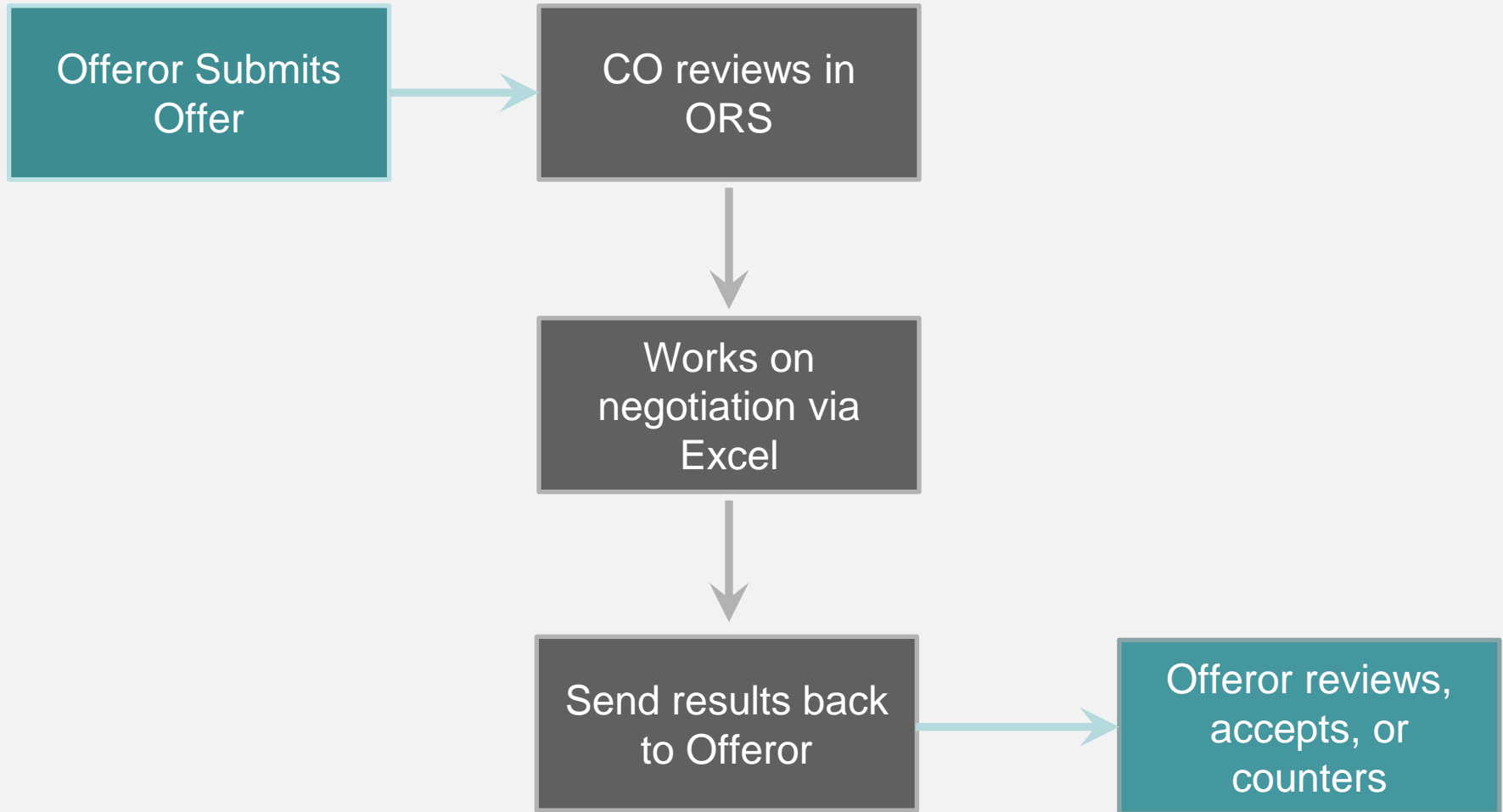
Line Items: Require No Action

	Action	Initial Manufacturer Part Number	Standardized Manufacturer Part Nun	Initial Manufacturer Name	Standardized Manufacturer Name	Initial UPC/ ISE ^
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
1	<input type="button" value="View / Edit Pricing"/>	IAHB64	IAHB64	ILIVE	ILIVE	
2	<input type="button" value="View / Edit Pricing"/>	ZBFZ123		DELL		
3						
4						
5						
6						
7						
8						
9						
10						

- Data will be presented per SIN
- Wizard categories can be accessed and edited
- Data will be returned with “Moderate Target Price”, if available

- Vendor can add comments, or delete products

# Process for Evaluation



# ORS Screens: Assoc Docs

[Main](#)
[SIN/NSN](#)
[Contacts](#)
[Events](#)
[Award Values](#)
[Assoc Docs](#)
[Contract Summary](#)
[Exceptions](#)

Solicitation: 2FYB-BU-050001-B Refresh: 16  
 Offer #: e 51026  
[Jump to Offer Responses Document \(PDF\)](#)

Vendor: MEDINA GENERAL CONTRACTING, INC.  
 Logged In Rpt Off: X  
 Offer is Locked

### Upload File(s)

Find document on your computer:\*  No file chosen

What is the document name?\*

Select Document Category Name (DCN):\*

### Non Set Aside Package List

Source	Submit Date	File Name	File Label	Document Category Name (DCN)	Action
eOffers	6/20/2016 12:51:00 AM	TechnicalProposalResponses.pdf	TechnicalProposalResponses.pdf	Technical Proposal	<input type="button" value="View"/>
eOffers	6/20/2016 12:49:08 AM	FinalPricingDocument.xlsx	FinalPricingDocument.xlsx	Approved Price List - Basis for Award	<input type="button" value="View"/>
eOffers	6/20/2016 12:49:08 AM	FinalPricingDocument.xlsx	FinalPricingDocument.xlsx	Approved Price List - Basis for Award	<input type="button" value="View"/>
eOffers	6/20/2016 12:18:47 AM	pdfdoc.pdf	PrdTextfile	Products Text File	<input type="button" value="View"/>
eOffers	6/20/2016 12:11:03 AM	clause 521432.rtf	PPExp	Past Performance & Experience	<input type="button" value="View"/>

# ORS Screens: Assoc Docs

Approved Price List - Basis for Award - ORS.xls

	A	B	C	D	E	F	G	
1	SIN	Manufacturer Part Number	Manufacturer Name	Product Type	Manufacturer Warranty Period	Manufacturer Number of Warranty Periods	Manufacturer Warranty Description	Extended War
2	75 200	1-4NL	FOLDING%25252520GUARD	Product	12	DAY		
3	75 200	R52EC-A072404	ROUSSEAU%25252520METAL	Product	12	DAY		
4	75 201	212	FOLDING GUARD	Product				
5	75 201	R00GE-B050014	ROUSSEAU METAL	Product				
6	75 85	05345-0660	LENOX	Product	12	DAY		
7	75 85	PROJ1348AVP	STANLEY PROTO	Product	12	DAY		
8	75 85	PROJ2342	STANLEY PROTO	Product	12	DAY		
9	75 85	TITTB19468	TITAN	Product	12	DAY		
10	75 85	TITTB19477	TITAN	Accessory	12	DAY		
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

- Template will be viewed via excel format

# Mod Process

# Mods Impacted by FPT

Select Modification Types	
Primary Types	Sub Types
Additions	<input type="checkbox"/> Add Labor Category and/or Service Offerings <input type="checkbox"/> Add Product(s) <input type="checkbox"/> Add SIN
Administrative	<input type="checkbox"/> Address Change <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"/> Order Point of Contact (POC) <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 and/or Service Offerings <input type="checkbox"/> Delete Product(s) <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 checked="" type="checkbox"/> Capture Formatted Pricing <input type="checkbox"/> Create/Manage Discounts <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"/> Cooperative Purchasing <input type="checkbox"/> Disaster Recovery <input type="checkbox"/> E-Verify <input type="checkbox"/> Re-representation of Non-Novated Merger/Acquisition

- Add Products
- Add SIN
- Order Point of Contact – [New Mod](#)
- Delete Products
- Delete SIN
- Temporary Price Reductions
- Capture Formatted Pricing – [New Mod](#)
- Create Manage Discounts – [New Mod](#)
- Permanent Price Reductions



# New Mods

- Order Point of Contact – [New Mod](#)
- Capture Formatted Pricing – [New Mod](#)
- Create Manage Discounts – [New Mod](#)

# Order Point of Contact (POC)

**Prepare your modification:**

- Corporate Information
- Pricing
- Wizard Management
- Upload Documents
- Submit Request
- Complete  Incomplete

**Company Name:** FAS OCIO QIDJ  
**Contract Number:** GS73A0000X  
**ID:** JR4G9OM5  
**Modification Type:** Capture Formatted Pricing

### Point of Contact Information

You must add at least one address

Point Of Contact Information	Action
Order POC ▾	Add Point of Contact Details

Name	Description	Action
No information entered in this section.		

Save and Continue

**Contract Number:** GS73A0000X  
**ID:** JR4G9OM5  
**Modification Type:** Capture Formatted Pricing

### CONTACT INFORMATION

#### Point Of Contact Information

*\*Required*

**Order POC**  
Who is designated to be contacted for prompt contract administration?

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

Add Point of Contact Information

# Capture Formatted Pricing

## Prepare your modification:

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

Company Name: FAS OCIO QIOJ  
Contract Number: GS73A0000X  
ID: JR4G9OM5  
Modification Type: Capture Formatted Pricing

## BASELINE

Contract Begin Date : 2015-01-25

SIN	Description
375 391	Auto Cleaners/Polishers, Air Fresheners, and Windshield Care
375 371	Cleaning Chemical Dispensing Equipment and Systems
375 351	Sorbents
375 321	Powdered and Liquid Machine Warewashing (Dishwashing) Compounds and Rinse Additives

\*Please add a detailed description of the Modification Request: (max length: 1024 characters)

## \*Offer Category

Products Only  Services Only  Products and Services

Save and Continue

- The SINs will be pre-selected.
- The remaining process will follow in alignment with Offer Process

# Create Manage Discounts

**Prepare your modification:**

- Corporate Information
- Pricing
- Wizard Management
- Discounts
- Capture Pricing
- Upload Documents
- Submit Request
- Complete  Incomplete

Company Name: FAS OCIO Q10J  
 Contract Number: GS84A0000X  
 ID: N6AZIGW9  
 Modification Type: Create/Manage Discounts

**MANAGE DISCOUNTS**

**Error(s):**

- Please provide Description for the Modification Request.

Contract Begin Date : 2015-01-25

SIN	Description
426 4C	Night Vision Equipment
426 4D	Alcohol Detection Kits and Devices
426 4E	Bomb Disposal and Hazardous Material Protective and Detective Equipment
426 4F	Emergency Preparedness and First Responder Equipment, Training and Services

\*Please add a detailed description of the Modification Request: (max length: 1024 characters)

test

Step 1: Enter Text

**Prepare your modification:**

- Corporate Information
- Pricing
- Wizard Management
- Discounts
- Capture Pricing
- Upload Documents
- Submit Request
- Complete  Incomplete

Company Name: FAS OCIO Q10J  
 Contract Number: GS84A0000X  
 ID: N6AZIGW9  
 Modification Type: Create/Manage Discounts

**PRODUCT TEMPLATE WIZARD**

**Instructions:-** Selections made on this screen will be visible on the left panel under Wizard Management as well as in your Capture Pricing document. The Accessories/Options you select will not be visible on the left panel, however, they will be captured within your final template.

Do the following apply to your offer?		Level		Do the following apply to your offer?		Level	
Discounts	<input type="text" value="Yes"/>	<input type="radio"/> Contract Level	<input checked="" type="radio"/> SIN Level	<input type="radio"/> Contract Level	<input type="text" value="Yes"/>	<input type="radio"/> Contract Level	<input checked="" type="radio"/> Line Item
Delivery	<input type="text" value="Yes"/>	<input type="radio"/> Contract Level	<input checked="" type="radio"/> SIN Level	<input type="radio"/> Contract Level	<input type="text" value="Yes"/>	<input type="radio"/> Contract Level	<input checked="" type="radio"/> Line Item
Contractor Warranty	<input type="text" value="Yes"/>	SIN		Options	<input type="text" value="Yes"/>	<input type="radio"/> Contract Level	<input checked="" type="radio"/> Line Item
Zonal Pricing	<input type="text" value="Yes"/>	Offer		Photos	<input type="text" value="Yes"/>	<input type="radio"/> Contract Level	<input checked="" type="radio"/> Line Item

Step 2: Make changes to Discounts

# Create Manage Discounts

## Prepare your modification:

- Corporate Information
- Pricing
- Wizard Management
- Discounts
- Capture Pricing
- Upload Documents
- Submit Request
- Complete  Incomplete


Company Name: FAS OCIO QIOJ  
Contract Number: GS84B0000X  
ID: NMHBXCHO  
Modification Type: Create/Manage Discounts

## CAPTURE AND GENERATE PRICING

[View Contract Pricing Document](#)

Instructions: - Choose **one of the methods** to enter the pricing data. Please add the product(s) to all the selected SINs.

 <b>Download/Upload Template</b> <a href="#">Instructions</a> <a href="#">Proceed to Download Template</a>	 <b>On-Screen Data Entry</b> <a href="#">Instructions</a> <a href="#">Proceed to Enter On Screen</a>	 <b>Electronic Data Interchange(EDI)</b> <a href="#">Instructions</a> <a href="#">Proceed to EDI</a>
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**Generation of Pricing Document is In Progress**  
Generation of the document will take about 30 minutes depending on the number of Products added.  
Please click on the Check Status button below to check the status of the document generation.  
[Check Status](#)

[Save and Continue](#)

Step 3: Choose a Method to Change Discounts at Line Item Level

# Resources

The following resources are available to assist vendors in completing the Baseline Modification:

1. User Guide - will be posted on the eOffer/eMod website
  2. The eTools Help Desk can provide assistance with the baseline modification process as well as general eOffer/eMod assistance
  1. Recorded self-paced tutorials will be available to assist vendors with the baseline mod process on the eOffer/eMod website.
  2. The Interact website has extensive FAQs, recorded vendor training as well as copies of the vendor training slide deck and various templates.
- Any remaining questions can be sent to [FPT-FB@gsa.gov](mailto:FPT-FB@gsa.gov) or posted to the [Interact](#) website