

FROM THE EDITOR

Happy Holidays!

We hope you enjoy this issue of *GSA Steps*, which includes articles on eOffer and eMod, FSSI, inflation adjustments, digital certificates, and our new “Green Corner,” which highlights GSA’s advancements in environmental sustainability.

If you would like to provide feedback and/or have suggestions for subjects to cover in future newsletters, please feel free to contact Linda Smith at lindal.smith@gsa.gov.

Enjoy the holidays!



Check out the new look of the VSC at <http://vsc.gsa.gov>

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eOFFER AND eMOD

Electronic submission of offers and modifications, through the use of eOffer and eMod, will become mandatory on all Multiple Award Schedule (MAS) contracts by Summer 2011. The use of eOffer and eMod is beneficial to everyone from Contracting Officers to customers and industry partners. eOffer and eMod are part of a larger FAS initiative to transform the MAS program into a completely electronic contracting environment.

In the coming months, you will be issued a mass modification to incorporate a deviated modifications clause into your contract(s) that will mandate eMod. Revised offer provisions mandating eOffer will also be incorporated into Schedule solicitations for all future offers.

This revised modifications clause in your contract does not automatically signify that eMod is mandatory. The clause/provisions state that Schedules that are ready to mandate eOffer/eMod, as well as available modification types, will be listed on the Vendor Support Center Web site (vsc.gsa.gov). You will be notified accordingly prior to any new requirements that go into effect.

GSA’s industry partners will benefit from the mandatory use of eMod and eOffer in a number of ways, including but not limited to:

- Reduced cycle times, allowing industry partners to bring new products and services to market more efficiently
- Automated controls to assist industry partners with their offer/modification submissions, reducing the back-and-forth that occurs during the evaluation of offers/modifications
- Capture of electronic information that can be parlayed into business intelligence data and customer purchase patterns

For more information, and to see how your Schedule contract has been impacted by the change, please see the full posting on the Vendor Support Center Web site (<https://vsc.gsa.gov/>).

FEDERAL STRATEGIC SOURCING INITIATIVE (FSSI)

Federal Strategic Sourcing Initiative (FSSI) solutions provide easy access to common procurement vehicles that offer business intelligence, best practice solutions, and greater discounts as volume increases. GSA, in partnership with the Department of Treasury, launched FSSI in November 2005 in response to a May 2005 memo from the Office of Management and Budget/Office of Federal Procurement Policy requiring agencies to identify commodities that could be purchased more efficiently through strategic sourcing. FSSI includes more than 20 Federal agencies, both military and civilian, as active participants. Current FSSI commodity teams are: Express and Ground Domestic Delivery Services, Wireless Telecommunications Expense Management Services, and Office Supplies.

FSSI encourages cross-government collaboration and adoption of industry best practices. This allows the government to aggregate requirements, streamline processes, and leverage its buying power. As a result, best value and repeatable processes are created that can be used in any acquisition environment to obtain cost savings on commonly purchased commodities.

The primary goals of FSSI are to:

- Strategically source across Federal agencies
- Establish mechanisms to increase total cost savings, value, and socioeconomic participation
- Collaborate with industry to develop optimal solutions
- Share best practices
- Create a strategic sourcing community of practice

FSSI solutions provide easy access to common procurement vehicles that offer business intelligence, best practice solutions, and greater discounts as collective volume increases. FSSI solutions also:

- Meet OMB's goal for cross-government participation
- Assist with socioeconomic goals
- Collect and analyze data
- Identify trends

- Re-engineer high cost business processes
- Replicate cost-saving business processes
- Share lessons learned and best practices
- Realize cost efficiencies
- Streamline procurement processes
- Drive additional discounts

In future issues of *GSA Steps*, we will provide more information on the individual FSSI commodity teams: Express and Ground Domestic Delivery Services, Wireless Telecommunications Expense Management Services, and Office Supplies. In the meantime, go to www.GSA.gov to learn more about the Federal Strategic Sourcing Initiative.



INFLATION ADJUSTMENTS TO ACQUISITION-RELATED THRESHOLDS

On October 1, 2010, increases to various acquisition-related thresholds became effective. Changes to some of the most frequently used thresholds are:

- The Simplified Acquisition Threshold (FAR 2.101) is raised from \$100,000 to \$150,000
- The FedBizOpps pre-award and post award (FAR Part 5) of \$25,000 remains the same due to the Trade Agreements Act
- Commercial items test program ceiling (FAR 13.5) is raised from \$5,500,000 to \$6,500,000

- The cost or pricing data threshold (FAR 15.403-4) is raised from \$650,000 to \$700,000
- The prime contractor subcontracting plan (FAR 19.702) is raised from \$550,000 to \$650,000 and \$1,000,000 to \$1,500,000 for construction
- The Micro-Purchase Threshold (FAR 2.101) of \$3,000 remains the same

The thresholds listed above are only a few of those that were adjusted. You can find a full list of all the changes in Federal Acquisition Circular (FAC) 2005-45, FAR case 2008-024. You can also reference the “Quick Guide” below.

Threshold	Old	New	FAR Reference
Simplified Acquisition Threshold (SAT)	\$100,000	\$150,000	FAR 2.101
Prime Contractor Subcontracting Plan Threshold	\$550,000 Construction - \$1M	\$650,000 Construction - \$1.5M	FAR 19.702
Cost of Pricing Data Threshold	\$650,000	\$700,000	FAR 15.403 4
Approval Levels for CICA and Limited Source Justifications for Schedules	Actions not exceeding: CO approval level - \$550,000 Competition Advocate approval - \$11.5M HCA approval - \$57M SPE approval - \$57M	Actions not exceeding: CO approval level - \$650,000 Competition Advocate approval - \$12.5M HCA approval - \$62.5M SPE approval - \$62.5M	FAR 6.304; FAR 8.405-6
Commercial Items Test Program Ceiling	\$5.5M	\$6.5M	FAR 13.500
Authorization Level for Competitive 8(a) Acquisitions	Actions exceeding: \$5.5M (manufacturing NAICS) \$3.5M (other NAICS)	Actions exceeding: \$6.5M (manufacturing NAICS) \$4M (other NAICS)	FAR 19.805
Authorization Level for HUBZone Sole Source Awards	Actions not exceeding: \$5.5M (manufacturing NAICS) \$3.5M (other NAICS)	Actions not not exceeding: \$6.5M (manufacturing NAICS) \$4M (other NAICS)	FAR 19.1306
Authorization Level for SDVOSB Sole Source Awards	Actions not exceeding: \$5.5M (manufacturing NAICS) \$3.5M (other NAICS)	Actions not not exceeding: \$6.5M (manufacturing NAICS) \$4M (other NAICS)	FAR 19.1406
Past Performance Evaluations	\$100,000	\$150,000	FAR 42.1502

LAST CHANCE TO GET YOUR "NO COST" DIGITAL CERTIFICATE! Have you gotten yours?

In an effort to better support our prospective offerors, vendors, and customers, the Federal Acquisition Service (FAS) is rapidly moving exclusively toward electronic contracting. In 2004 and 2005, FAS released the eOffer and eMod applications. These applications represented the initial push toward electronic contracting. FAS has continued to update these applications, adding features necessary to reach the goal of exclusively electronic contracting and better customer service.

To encourage the use of the eOffer and eMod application, FAS is issuing two digital certificates per DUNs number at "No Cost" to current contract holders and prospective offerors. These digital certificates grant access to the application and authenticate the person accessing the application.

At this time, FAS still has a small quantity of digital certificates and will continue to issue them until supplies are gone. If you have not received your two "No Cost" digital certificates per DUNs number, or have only gotten one of the two, please obtain your certificates by following the instructions below:

1. Go to the eOffer homepage at www.eoffer.gsa.gov
2. Click the link, "Have you applied for your Digital Certificate?"
3. Complete the application.
4. Notarize the application and forms.
5. Mail the forms to the Operational Research Consultants Company.

Once your forms are received and the data is verified, you will receive an email explaining how to download your digital certificate. This process will take seven to fourteen days.

After receiving your digital certificate, you will be able to access the eOffer or eMod application.

If you have received your two "No Cost" certificates, you are not eligible for another

REMINDER:

The contractor reference guide "*The Steps to Success: Make the Most of Your GSA Contract*" is available online under the publications tab of the VSC.



certificate at "No Cost." It is your responsibility to purchase any future certificates needed by your organization. Don't get left out. Get your "No Cost" certificates today!

If you have questions, please contact the eOffer Help desk at 1-866-472-9114 or eoffer@gsa.gov.

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 As of February 2, 2009, contractors under Schedules 03 FAC, 66, and 874V, must submit modifications to their contracts through the eMod system, for certain types of Modifications. Please click [here](#) for more information on the Mandatory eMod pilot for Schedule 03 FAC, 66, and 874V.

About eOffer

Learn More About:

- eOffer
- Express Offers
- eMod
- Mandatory eMod Pilot
- Digital Certificates
- Authorized Negotiators

Customer Assistance and Training:

- User Guides/Training
 - eOffer/eMod User Guide
- Frequently Asked Questions (FAQ)
- Contact Us

Before you Begin

If you are submitting an eOffer:

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

If you are submitting an eMod:

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

System Access

Contract Offers (eOffers)

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

[Sign In](#)

Contract Modifications (eMods)

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

[Sign In](#)

Express Offers (eOffers)

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

[Sign In](#)

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". By using this system you acknowledge: this system is subject to monitoring. Unauthorized attempts to upload information, view information, or change information of other vendor's data and attempts to bypass authentication or authorization mechanisms to gain access into unauthorized areas of the website and any other actions that would compromise the confidentiality, integrity, and availability of this system are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1996 and the National Information Infrastructure Protection Act.

Welcome to the “Green Corner!” Here, you can read the latest news on how GSA is embracing environmental sustainability and learn what it means for your business. You can and should participate in this discussion!

**PLEASE VISIT WWW.GSA.GOV/GOGREEN
FOR MORE INFORMATION**

GREEN SCHEDULE REQUIREMENTS

Over a year ago, President Obama issued Executive Order (EO) 13514. This Executive Order expanded upon the energy reduction and environmental performance requirements of EO 13423. Agencies are finalizing their green procurement plans to address how they will meet these heightened environmental purchasing goals, such as the requirement that 95 percent of new contract actions, including task orders and delivery orders, shall be “sustainable.” At the GreenGov Symposium hosted by the White House Council on Environmental Quality this October, the Federal, academic, and private sector came together to discuss and share best practices for a sustainable government. As Federal agencies begin to implement their green procurement plans and guidelines in order to meet sustainability goals, the increased availability of green products and services offered through GSA will remain fundamental.

As a GSA vendor, you will begin to see continued efforts to green the GSA Schedules. There was a refresh to Schedule 36 (Summer 2009) that required all applicable copiers be ENERGY STAR compliant in order to be awarded on a Schedule contract. Similarly, there is a Schedule 75 requirement for all printer and copier paper to be compliant with EPA’s Consumer Product Guidelines (CPG). Most recently, there was a refresh to Schedule 73 mandating that all items added under SIN 302-43 for Refrigeration Equipment be ENERGY STAR certified, and all items added under SIN 375-361, Cleaning Equipment, be certified as Biopreferred through the USDA Biopreferred Program. Together, with our industry partners, GSA will continually work to identify additional product and service categories where the market allows for green

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mandates to occur at the Schedule level.

You can partner with GSA in this process by reviewing your product catalog and determining if you can provide products or services that meet sustainability standards. If your products meet these standards, select the applicable icon in the Schedule Input Program (SIP). Please note that there will be a change to the GSA *Advantage!* icons in March of 2011. At that time, all vendors will need to make necessary updates through SIP. Additional information regarding this change is available on the VSC Web site (<http://vsc.gsa.gov>). Stay abreast of the latest trends in sustainability both within your industry and within the Federal government in order to remain a partner in keeping the government green!



GREENHOUSE GAS EMISSIONS

If you're reading *GSA Steps*, you are in tune with one of the themes coming from the very top of the executive branch: sustainability. As mentioned above, Executive Order (EO) 13514, released on October 5, 2009, is the latest push for increased responsibility from Federal agencies. GSA is a major player in this effort, with a very specific role.

GSA's role in EO 13514 is to track and measure greenhouse gas (GHG) emissions. This responsibility is detailed in Section 13 of EO 13514. GSA is measuring, tracking, and reducing its carbon footprint by affecting change internally. GHG emissions are categorized as Scope 1, Scope 2, or Scope 3. Those GHG emissions that GSA can control are considered "Scope 1" and "Scope 2" emissions. "Scope 3" emissions deal with greening the supply chain. That means GSA will collaborate with the private sector to decide where the GHG emissions are coming from and how they can be reduced. This effort formally started in November 2010 when GSA announced the "GreenGov Supply Chain Partnership and Small Business Pilot," a voluntary collaboration between the Federal government and its suppliers to create a greener and more efficient supply chain. The program was announced at a supply chain summit in Chicago hosted by White House Council on Environmental Quality Chair, Nancy Sutley, and GSA Administrator, Martha Johnson.

The GreenGov Supply Chain Partnership is a voluntary GSA pilot program that promotes clean energy and the reduction of waste and pollution in the Federal supply chain by measuring GHG emissions. Federal suppliers who joined the GreenGov Supply Chain Partnership agreed to voluntarily measure and report their organization's GHG emissions. Participating companies

The partnership and pilot represent an important collaboration between large and small businesses and GSA to move forward together toward a clean energy economy.

share their experiences, which will help GSA develop a phased and incentive-based approach to offer, in the future, contracting advantages to companies that track and disclose their GHG emissions.

This partnership also includes a Small Business Pilot Program that is exploring the benefits and challenges of measuring GHG emissions with small business participants. Small businesses that have enrolled in the pilot will receive technical assistance through GSA to measure, report, and reduce their greenhouse gas emissions as a part of the effort.

The partnership and pilot represent an important collaboration between large and small businesses and GSA to move forward together toward a clean energy economy. At the supply chain summit in Chicago, GSA's administrator, Martha Johnson, stated, "As one of the largest purchasers of goods and services in the world, GSA is in a unique position to collaborate with industry. Businesses across the globe are already realizing cost-saving, waste-reducing efficiencies and competitive advantages by decreasing greenhouse gas pollution. GSA will leverage these private-sector best practices and the GreenGov Supply Chain Partnership to move the Federal government toward a cleaner, more efficient supply chain." For more information, visit www.gsa.gov/gogreen.



WWW.GSA.GOV/GOGREEN