



UNIFORM U.S. GOVERNMENT CONTRACT FORM A DESCRIPTION OF EACH SECTION

PART I

SECTION A – SOLICITATION/CONTRACT FORM

Section A contains one of the following Standard Forms:

- **Standard Form 33 (SF 33)** – Solicitation, and Award is used in conjunction with the solicitation and award of negotiated contracts.
- **Standard Form 26 (SF 26)** – Award/Contract is used when entering into negotiated contracts when the prospective Contractor has amended their offer, Unless:
 - a. The contract is for the construction, alteration, or repair of buildings, bridges, roads, or other real property
 - b. The acquisition is one for which the FAR prescribes special contracts forms, or
 - c. Use of a purchase order is appropriate
- **Standard Form 1447 (SF 1447)**- Solicitation/Contract is used in connection with negotiated acquisitions that use the simplified contract format and may be used in lieu of SF 26 and SF 33 for other acquisitions.
- **Standard Form 18 (SF 18)** – Request for Quotation (RFQ) is used to solicit quotations from Contractors. RFQ is informational in character. It is not an offer and cannot be accepted by the Government to create a binding contract.
- **Standard Form 1449 (SF 1449)** – Solicitation/Contract/Order for Commercial Items, shall be used by Contracting Officer's when issuing written solicitations and awarding contracts and placing orders for commercial items.

SECTION B – SUPPLIES OR SERVICES AND PRICES/COST

Section B contains a listing of all supplies, data and services to be acquired.

- This is the Government's order form
- What type of contract
- What is the contract for i.e. services, supplies
- Contract length
- Minimum and Maximum contract amounts
- Travel expenses – for the contractor
- Covers special notices to bidders on how to structure the contract price, pricing of options, pricing for additional services and other pricing specifications.
- The offeror records its bid price

SECTION C – DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

- Can contain background information about the agency issuing the solicitation.
- Purpose and objectives of the requirement.
- Addresses what the seller must do to perform the contract.
- States minimum and mandatory requirements
- Statement of work/Scope of work. This is a description and the specifications of what is wanted by the Agency Department. Usually this is in great detail.
- It may contain material, equipment and personal requirements in addition to safety quality assurance items. Also called scope of work. It can contain detailed responses, usually matrices and spreadsheets to depict the man-hours, frequency of work, etc.

SECTION D – PACKAGING AND MARKING

Section D describes the packaging, preservation and packing requirements for the solicitation. How bidders submit forms and reports and who is responsible for associated shipping fees. Associated costs can exceed the cost of the item, be sure to include these costs in the proposal.

- MIL-STD-129N, "Marking for Shipment and Storage", is specified marking of Military packaged items. This is used for military items not intended for immediate use.
- ASTM D3951-90, Commercial Packaging, can be specified for the marking of commercially packaged items/materials.

- Protects against liability for deterioration or damage of products during shipping and storage.

SECTION E – INSPECTION AND ACCEPTANCE

Section E of the Schedule specifies the place where the government will inspect and accept each contract line item number (CLIN) of the contract. This is usually for supplies. It includes workmanship and materials furnished/utilized. This can include inspection and testing of the item. The place of inspection can either be at origin or at destination; the contract will specify.

SECTION F – DELIVERIES OR PERFORMANCE

Section F describes the time, place and method for delivering the procured items. Delivery schedules for hardware and services may be described in terms of calendar dates or in specified periods of time from contract award date. The delivery destination for supplies will be specified.

This section can also describe performance i.e. the contractors facility must be fully operational and ready for performance within a certain period after contract award. It can also identify the place of performance.

Free-on-board (FOB) origin contract requires the government to pay shipping costs and assume the risk of loss or damage to the goods en route.

Free-on-board (FOB) destination the contractor is responsible.

SECTION G – CONTRACT ADMINISTRATION DATA

Supplements the information found in Section A. Section G describes accounting and appropriation data and contract administration information or instructions. This may include designation of one or more Administrative Contracting Officers (ACO's) (COTR's); directions/instructions regarding payments and billing/invoicing.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Section H contains any special provisions, terms and conditions not included in Section I Contract Clauses i.e., Change in key personnel, contract performance such as who to contact for a change in place of performance. Other special provisions can include:

- Option Terms
- Economic price adjustment provisions
- Government-furnished property of facilities
- Foreign sources
- Multiyear provisions

- Limitations on Federal government obligations
- Payment of incentive fees

PART II

SECTION I – CONTRACT CLAUSES

Section I contains the clauses required by law or by the FAR regulation and any additional clauses expected to be included in any resulting contract. See www.arnet.gov/far for the full text of the clauses that can be incorporated into this section. These laws or regulations are commonly referred to as “Boilerplate clauses” The contracting officer has little or no leeway in preparing this section. Each clause derives its authority from the FAR or from a public law, statute or executive order.

PART III

SECTION J – LIST OF ATTACHMENTS

The applicable specifications identified in Section C can typically be bulky and it is common for contract personnel to include such documents as attachments to the contract. Section J simply identifies a list of such attachments. Documents, which might be identified:

- Specifications
- Architectural Drawings
- Exhibits
- Technical or engineering data
- Statement of work
- Statement of objectives
- Training Systems Requirements Document
- Training System Functional Description
- List of Addresses for CDRL Exhibits
- DD Form 254, Contract Security Classification Specification

PART IV – REPRESENTATIONS AND CERTIFICATIONS

SECTION K – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

Section K includes solicitation provisions that require representations, certifications or the submission of other information by offerors. The appropriate regulation clauses from

the Federal Acquisition Regulations, the Defense Federal Acquisition Regulations or other regulations will be cited in this section. These are fill in blanks. Examples include:

- Is the offeror a small business
- Is the offeror an 8a firm
- Is the offeror a Hubzone firm

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS

This section identifies solicitation provisions, information and instructions in preparing proposals and responses i.e.:

- Specific proposal format
- Organization/Arrangement of proposal
- General instructions: i.e. number of copies to be submitted
- What is to be submitted
- Instructions for oral presentations
- Pre-Proposal conference
- Post award conference

Also this section will identify whether the RFP is a set-aside for small business, the product classification and the small business size standard, any requirements for submitting financial information, the type of contract expected to result from the RFP, whether progress payment will be authorized and any other instructions and notices.

SECTION M – EVALUATION FACTORS FOR AWARD

Explains exactly how the government will evaluate the proposals and determine the winning offer. Also explains the technical and managerial factors that will be considered along with cost and relative weights each factor will receive in the evaluation process. Some of the significant factors that will be considered in awarding the contract i.e.:

- Past Performance
- Experience
- Professional Staff
- Technical Understanding
- Quality Control

Note: Award is usually made to the company who provides the best value, who conforms to the solicitation requirements; who is determined responsible; who is determined responsive and who is judged to be the most advantageous to the government.