

Standard Sections of an Federal Government RFP/Contract

Section	Title
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Part I – The Schedule

A	<p>Solicitation/Contract Form This will state the type of solicitation or contract such as:</p> <ul style="list-style-type: none"> • A general description of services • Type of contract – IDIQ, fixed price, cost reimbursement, etc. If an IDIQ with different task orders, each task order may have its own contract type. That is, some task orders may be fixed price, others cost reimbursement • Consideration and payment for the services or goods • If a fixed prices contract, then a schedule for payments will be included here
B	<p>Supplies or Services and Prices/Costs This is a brief statement of the services provided and the costs.</p>
C	<p>Description/Specifications/Statement of Work Describes the statement of work, product specifications, services to be performed in detail</p>
D	<p>Packaging and Marking Describes any packaging or marking requirements. Generally, not applicable to services.</p>
E	<p>Inspection and acceptance Describes any inspection, quality assurance or other standards that must be met before the government accepts the deliverables.</p>
F	<p>Deliveries or Performance Describes precisely how deliverables will be provided to the government, to include the period of performance, terms for accepting deliverables.</p>
G	<p>Contract Administration Data This will include regulations, information or requirements such as:</p> <ul style="list-style-type: none"> • Any information on accounting requirements • Information on appropriation information – that is funds that will be used to pay for the contract • Payment schedules • Government contracting team names, contact information and responsibilities • Procedures on how to communicate with the government • Procedures to obtain consent to subcontract or to retain consultants • Requirements/regulations for using any government data that the contractor must use as part of the contract • Restrictions/regulations on disseminating information or on publicity about the contract • Requirements for maintaining working papers

	<ul style="list-style-type: none"> • Requirements for how any data is to be delivered to the government • Regulations directing how any property the government provides to the contractor must be managed • Regulations and requirements defining how and when a contractor may acquire property to perform the contract, to include purchasing additional hardware or software • The contractor's past performance evaluations as a result of previous government work • Guidelines for any wage requirements that may apply to the contract • Guidelines, regulations directing any work to be performed outside of the US • The government's requirement for a subcontractor program and for reporting on use of subcontractors • Regulations and guidelines for any contract close out audits or other procedures
H	<p>Special Contract Requirements</p> <ul style="list-style-type: none"> • Regulations for having a business ethics and compliance program • Regulations for managing conflicts of interest – personal and organizational • List of any key personnel that will perform the contract • HIPPA clauses if required for the contract • Security and privacy regulatory requirements, to include restrictions on disclosing information • Data use agreements • Any clauses on accounting for costs • Details on a post-award conference between the government and the contractor awarded the contract including details for transitioning work from an incumbent contractor to a new contractor

Part II – Section I – Contract Clauses –

This section includes clauses and regulations that must be included in the particular RFP/contract such as:

- Applicable Federal Acquisition Regulations (FAR)
- Applicable agency regulations such as Defense Acquisition Regulations (DFAR), Health and Human Services (HHSAR) regulations, etc.

Part III – List of Documents, Exhibits, and Other Attachments

J	<p>List of Attachments</p> <p>This will include such items as:</p> <ol style="list-style-type: none"> 1. A consent to subcontract form 2. A personal conflict of interest form 3. An organizational conflict of interest form.
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Part IV – Representations and Instructions

K	Representations, Certifications, and Other Statements This section requires representations and certifications the bidder/contractor must make about its business, for example: <ul style="list-style-type: none">• Certification that it is currently registered with the government’s system for award management• Required representation and certifications about the business eg. is it a small business, woman owned; is it debarred/suspended; is it current on its taxes, has it been convicted of any crimes etc.• Certification that pricing was determined independently• Certification of compliance with affirmative action and equal employment laws and regulations• Certification that it is complying with US trade laws and regulations• Certification that it is complying with cost accounting and other accounting standards required in federal government contracting
L	Instructions, Conditions, and Notices to Offerors or Bidders This section provides specific details about proposal requirements (eg. only five pages to describe capabilities) and other instructions to bidders on submitting a proposal for example: <ul style="list-style-type: none">• Administrative capabilities to execute the contract• Management experience and capabilities to execute the contract;• Business proposal requirements• Technical capabilities, knowledge to execute the contract;• Past performance• Conflicts of interest mitigation plan instructions• Requirements for a business ethics and compliance program• Certified cost or pricing data or data other than certified cost or pricing data – detailed disclosures on how the cost/price was built up by the bidder/contractor.
M	Evaluation Factors for Award This section identifies what the government will consider in making an award, for example: <ul style="list-style-type: none">• Evaluation procedures and process• Technical proposal evaluation requirements• Business proposal evaluation requirements• Conflict of interest evaluation requirements This often will also provide the weight the government will give to each factor, for example: Cost – 40% Past Performance – 20% Capabilities – 40%



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