

APTAC Body of Knowledge Competency Guide

E. Government vs. Private Sector Procurement

E.2 Government Contract Formats

Description

I. Uniform Contract Format (UCF)

Many agencies of the Federal Government employ the UCF for in the preparation of solicitations/contracts, such as Request for Proposals (RFP) and Invitation for Bids (IFB). These documents become the formal contract document used by Contracting Officers, contractors, and contract administrators throughout the award and performance period of contracts.

Contract type often governs the specific formats used by the various Federal entities.

All Federal Government Contracting Officers are strongly encouraged to use UCF, as much as practicable, for service and commodity contracts. SF 33 is the form for drafting an RFP for proposals under the UCF. Following are the accepted UCF solicitation/contract sections as defined by FAR 15.204:

SF 33 – Solicitation, Offer and Award

Part I – The Schedule

- Section A: Solicitation/Contract Form
- Section B: Supplies or Services and Prices/Costs
- Section C: Description/Specs/Work Statement
- Section D: Packaging and Marking
- Section E: Inspection and Acceptance
- Section F: Deliveries or Performance
- Section G: Contract Administration Data
- Section H: Special Contract Requirements

Part II – Contract Clauses

- Section I: Contract Clauses

Part III – List of Documents, Exhibits and Other Attachments

- Section J: List of Attachments

Part IV – Representations and Instructions

- Section K: Representations, Certifications and Other Statements
- Section L: Instructions, Conditions and Notices to Offerors
- Section M: Evaluation Factors for Award

Note 1: Sections A through J become a permanent part of the contract award.

Note 2: SF 26 – Award/Contract – same format as SF 33, but can be used to make contract award.

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II. Modified UCF

SF18 – Request for Quotation

This format is used for simplified acquisition of virtually any product or service, primarily service contracts. This format follows a modified UCF structure.

III. Other than UCF

SF 330 - Architect-Engineer Contract

This is a unique contract format which covers Architect-Engineer (A-E) contracting. It is governed by FAR 36.6 and the Brooks Act (40 USC, 1101). It is designed specifically for the acquisition of architect-engineering services, which covers architecture, engineering, landscape architecture, surveying and mapping.

SF 1442 – Solicitation, Offer and Award (for Construction, Alteration or Repair)

00010 – Solicitation, Offer and Award
00100 – Bidding Schedule
00600 – Proposal Evaluation Criteria
00700 – Contract Clauses
00800 – Special Contract Requirements
01100 – General Provisions

The SF 1442 is used for solicitation and contract award.

SF 1449 - Solicitation/Contract/Order for Commercial Items, (through FAC 68-6262013)

This format is utilized for any and all commercial items as defined by the FAR, Part 12. It does NOT follow the UCF.

1. Combination Synopsis/Solicitation Commercial Item (over \$150,000), (Through FAC 2005-65)
 - a. This method reduces the time required to solicit and award contracts for the acquisition of commercial items. The combination of FAR Part 5 synopsis requirements and solicitation issuance creates a single document. FedBizOps (FBO) limits the description to 24,000 textual characters (approximately seven (7) pages, single-spaced).

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- b. When using the combined synopsis/solicitation procedure, the SF 1449 is NOT used for the contract award. However, this form should be used as a method to indicate acceptance by the Government of the best value contractor. A bilateral contract shall be issued under FAR Part 15. Under these procedures, Procurement Technicians and Contracting Officers prepare the synopsis in accordance with FBO instructions.

State and Local Governments sometimes mirror Federal Contracts formats. However, it is best to consult specific State and Local directives to determine the format they use.

REFERENCES:

FAR Parts 5, 13, 14, 15, 16, and 36
Brooks Act (40 USC, 1101)
Defense Acquisition University