

# Table of Contents

## PART I. PRESOLICITATION RULES AND ACTIVITIES

### CHAPTER 1. PRINCIPLES, ADJUDICATORS, AND ADMINISTRATORS

§ 1:1 Scope of chapter

#### I. PRINCIPLES

- § 1:2 Constitution
- § 1:3 Statutes
- § 1:4 Effect of statutory violation
- § 1:5 Regulations
- § 1:6 The Federal Acquisition Regulation (FAR) System
- § 1:7 Legal status
- § 1:8 Other policies and directives
- § 1:9 Federal Acquisition Streamlining Act of 1994 (FASA)
- § 1:10 Fiscal law essentials: bona fide needs rule
- § 1:11 Fiscal law essentials: the Anti-Deficiency Act
- § 1:12 Clinger-Cohen Act of 1996; GAO procurement protest authority
- § 1:13 FAR Part 15 Rewrite

#### II. ADJUDICATORS

- § 1:14 Introduction
- § 1:15 District courts
- § 1:16 Court of Federal Claims
- § 1:17 Agency-level protest
- § 1:18 Contracting agencies
- § 1:19 Interplay between the Three Protest Forms

#### III. ADMINISTRATORS

- § 1:20 Introduction
- § 1:21 Agency Officials
- § 1:22 Actual Authority
- § 1:23 Qualifications of Rule Requiring Actual Authority
- § 1:24 Prime contractors

### CHAPTER 2. OVERVIEW OF NEGOTIATED ACQUISITION

§ 2:1 Scope of chapter

## **I. DEFINITIONS**

- § 2:2 Conventional sealed bidding
- § 2:3 Negotiation

## **II. HISTORY**

- § 2:4 Pre-CICA
- § 2:5 Under CICA

## **III. CONVENTIONAL SEALED BIDDING COMPARED**

- § 2:6 Generally

## **IV. CHOICE OF METHOD; PROTESTS AS TO METHOD USED**

- § 2:7 General rules
- § 2:8 Extra-statutory arguments
- § 2:9 CICA conditions
- § 2:10 Burden of proof
- § 2:11 Practical considerations

## **V. CONVERSION PROCEDURES**

- § 2:12 Generally

# **CHAPTER 3. COMPETITION REQUIREMENTS**

- § 3:1 Scope of Chapter

## **I. PUBLICIZING CONTRACT ACTIONS**

- § 3:2 Generally

### **A. FEDBIZOPPS NOTICES**

- § 3:3 General requirements
- § 3:4 Exemptions
- § 3:5 Publicizing and response requirements
- § 3:6 Preparation and transmittal of synopsis
- § 3:7 Legal consequences
- § 3:8 Special situations

### **B. POSTING**

- § 3:9 Generally

## **II. ACQUISITION PLANNING**

### **A. IN GENERAL**

- § 3:10 Introduction
- § 3:11 Market research

TABLE OF CONTENTS

§ 3:12 *[Reserved]*

**B. ACQUISITION PLANS**

§ 3:13 General policy  
§ 3:14 Agency policies  
§ 3:15 Content of plans

**C. ACQUISITION FROM OTHER GOVERNMENT AGENCY OR FROM PRIVATE CONTRACTOR**

§ 3:16 Generally  
§ 3:17 A-76 “Contracting out”—Overview  
§ 3:18 —The Process  
§ 3:19 —2003 revision  
§ 3:20 Key issues

**D. OTHER COST COMPARISON PROCEDURES**

§ 3:21 Generally

**E. EQUIPMENT LEASE OR PURCHASE**

§ 3:22 Generally

**III. REQUIRED SOURCES OF SUPPLIES AND SERVICES**

§ 3:23 Generally  
§ 3:24 Federal Prison Industries (FPI) Acquisitions  
§ 3:25 Blind and Severely Disabled acquisitions

**IV. COMPETITION POLICIES AND PROCEDURES**

**A. INTRODUCTION**

§ 3:26 Generally

**B. FULL AND OPEN COMPETITION**

§ 3:27 Generally  
§ 3:28 Agency errors  
§ 3:29 Misplaced offers  
§ 3:30 Too much competition?  
§ 3:31 Nonagency restrictions  
§ 3:32 Bad faith  
§ 3:33 Subcontract acquisitions

**C. FULL AND OPEN COMPETITION AFTER EXCLUSION OF SOURCES**

§ 3:34 Generally

**D. CIRCUMSTANCES JUSTIFYING OTHER THAN FULL AND OPEN COMPETITION**

§ 3:35 Generally

- § 3:36 Only one or a limited number of sources
- § 3:37 Review
- § 3:38 Conversion from noncompetitive to competitive procedures
- § 3:39 De facto sole sources
- § 3:40 FBO (now SAM.gov) publication; protest of proposed sole source procurement
- § 3:41 Justifications for sole source acquisition
- § 3:42 Approval of sole source acquisition
- § 3:43 Unusual and compelling urgency
- § 3:44 Industrial mobilization or engineering, developmental or research capability or expert services
- § 3:45 Industrial mobilization
- § 3:46 Review
- § 3:47 Justification and approval (J & A)
- § 3:48 International agreement
- § 3:49 Authorized or required by statute
- § 3:50 National security
- § 3:51 Public interest

## **V. REQUIREMENT DESCRIPTIONS**

### **A. IN GENERAL**

- § 3:52 Generally

### **B. TYPES OF DESCRIPTIONS**

- § 3:53 Generally
- § 3:54 Describing agency needs
- § 3:55 Brand name or equal
- § 3:56 Brand name only

### **C. STATEMENT OF NEEDS**

- § 3:57 Generally
- § 3:58 Restrictiveness
- § 3:59 Small Business Reauthorization Act—Bundling policy
- § 3:60 Understatement of agency needs
- § 3:61 Bad faith
- § 3:62 Ambiguity and risk
- § 3:63 Impossibility

### **D. PATENTS**

- § 3:64 Generally

### **E. PROPRIETARY DATA**

- § 3:65 Generally

TABLE OF CONTENTS

**VI. IMPROPER BUSINESS PRACTICES AND PERSONAL CONFLICTS OF INTEREST**

**A. INTRODUCTION**

§ 3:66 Generally

**B. ANTITRUST VIOLATIONS**

§ 3:67 Generally

§ 3:68 Certificate of Independent Price Determination (CIPD)

§ 3:69 Legal challenges

**C. CONTINGENT FEES**

§ 3:70 Generally

§ 3:71 Exceptions

§ 3:72 Legal challenges

**D. BUYING IN**

§ 3:73 Generally

§ 3:74 Legal challenges

**E. SUBCONTRACTOR KICKBACKS**

§ 3:75 Generally; statutory principles

§ 3:76 Legal challenges

**F. CONFLICTS OF INTEREST**

§ 3:77 Introduction—Government Employees

§ 3:78 Prior Law: Restrictions on current and former government employees

§ 3:79 Current Law: Restrictions on current and former government employees

§ 3:80 Undue influence

§ 3:81 Award procedures

**G. OTHER IMPROPER PRACTICES**

§ 3:82 Introduction; criminal provisions

§ 3:83 Procurement integrity laws

§ 3:84 Anti-dumping act; subcontractor sales statutes

§ 3:85 Legal challenges

**H. PRIVATE DISPUTES**

§ 3:86 Generally

**I. FEDERAL OFFICIALS NOT TO BENEFIT FROM GOVERNMENT CONTRACT**

§ 3:87 Generally

## J. CONTRACTS WITH GOVERNMENT EMPLOYEES

§ 3:88 Generally

## VII. CRITIQUE

§ 3:89 Generally  
§ 3:90 Enforcing the rules  
§ 3:91 Requirement for showing of prejudice  
§ 3:92 Actual versus apparent conflicts  
§ 3:93 Presumption of regularity  
§ 3:94 Consideration of responsibility  
§ 3:95 General versus specific regulations

## VIII. REMEDIES

§ 3:96 Generally; common-law remedies  
§ 3:97 Cancellation or rescission under statutes and regulations  
§ 3:98 Special contract clause  
§ 3:99 Other remedies

# CHAPTER 4. TYPES OF CONTRACTS

§ 4:1 Scope of chapter

## I. SELECTING THE CONTRACT TYPE

§ 4:2 Basic categories  
§ 4:3 Restrictions on Types of Contracts Which Can be Used  
§ 4:4 Factors governing selection of contract type  
§ 4:5 Mistake in labeling contract

## II. FIXED PRICE CONTRACTS

§ 4:6 Generally  
§ 4:7 Firm fixed price contracts  
§ 4:8 Fixed price contracts with economic price adjustment  
§ 4:9 Fixed price incentive contracts  
§ 4:10 Fixed price contracts with prospective price redetermination  
§ 4:11 Fixed ceiling price contracts with retroactive price redetermination  
§ 4:12 Firm fixed price, level of effort term contracts  
§ 4:13 Fixed price with award fee

## III. COST REIMBURSEMENT CONTRACTS

§ 4:14 Generally  
§ 4:15 Prohibition of contracts based on cost plus percentage of cost  
§ 4:16 Other limitations  
§ 4:17 Cost contracts  
§ 4:18 Cost-sharing contracts  
§ 4:19 Cost plus incentive fee contracts

## TABLE OF CONTENTS

- § 4:20 Cost plus award fee contracts
- § 4:21 Cost plus fixed fee contracts

## IV. INDEFINITE DELIVERY CONTRACTS

- § 4:22 Generally
- § 4:23 Definite quantity contracts
- § 4:24 Requirements contracts
- § 4:25 Indefinite quantity/indefinite delivery contracts

## V. TIME-AND-MATERIALS AND LABOR HOUR CONTRACTS

- § 4:26 Time-and-materials contracts
- § 4:27 Labor hour contracts

## VI. LETTER CONTRACTS

- § 4:28 Generally

## VII. AGREEMENTS TO ENTER INTO CONTRACTUAL COMMITMENTS

- § 4:29 Basic agreements
- § 4:30 Basic ordering agreements
- § 4:31 Master agreements for repair and alteration of vessels

## CHAPTER 5. SPECIAL CONTRACTING METHODS

- § 5:1 Scope of chapter

### I. MULTI-YEAR CONTRACTING

- § 5:2 Overview
- § 5:3 Objectives
- § 5:4 Criteria for use
- § 5:5 Cancellation terms
- § 5:6 Solicitations
- § 5:7 Evaluation and award
- § 5:8 Best Estimated Quantity (BEQ) multi-year contracting

### II. OPTIONS

- § 5:9 Generally
- § 5:10 Use of options; restrictions
- § 5:11 Solicitation terms
- § 5:12 Contract terms
- § 5:13 Exercise of options

### III. LEADER COMPANY CONTRACTING

- § 5:14 Generally

## **PART II. SOLICITATION PROCESSES**

### **CHAPTER 6. REQUEST FOR PROPOSALS**

§ 6:1 Scope of chapter

#### **I. EXCHANGES WITH INDUSTRY BEFORE RECEIPT OF PROPOSALS**

§ 6:2 Generally

#### **II. REQUEST FOR PROPOSALS (RFP)**

§ 6:3 Generally

§ 6:4 Oral versus written RFP

§ 6:5 Solicitations for planning or informational purposes; rules for soliciting offers

#### **III. UNIFORM CONTRACT FORMAT**

§ 6:6 Overview

§ 6:7 The schedule

§ 6:8 Contract clauses

§ 6:9 List of documents, exhibits, and other attachments

§ 6:10 Representations and instructions

#### **IV. EVALUATION FACTORS FOR AWARD**

§ 6:11 Generally

§ 6:12 Past performance

§ 6:13 Selection of factors

§ 6:14 Evaluation factors versus definitive responsibility criteria

§ 6:15 Price factors

§ 6:16 Cost factors

§ 6:17 Statement of factors

§ 6:18 Subfactor disclosure

§ 6:19 Relative importance of primary evaluation factors

§ 6:20 Minimum requirements

§ 6:21 Basis for award—Most advantageous offer

§ 6:22 Other methods

§ 6:23 Multiple awards

### **CHAPTER 7. SOLICITATION AND PROPOSAL MANAGEMENT**

§ 7:1 Scope of chapter

#### **I. ISSUING THE SOLICITATION**

§ 7:2 Generally

§ 7:3 FAR Part 5 publicity requirements

§ 7:4 FAR Part 6 full and open competition requirements

## TABLE OF CONTENTS

§ 7:5 Availability of funding

### **II. PREPROPOSAL CONFERENCES**

§ 7:6 Generally

### **III. AMENDING THE SOLICITATION**

§ 7:7 Generally; amendment basics

§ 7:8 Form of amendment

§ 7:9 Revision of closing date

§ 7:10 Equal treatment rule

§ 7:11 Changes in requirements

§ 7:12 Firms entitled to notification

§ 7:13 Amendment versus cancellation

§ 7:14 Acceptance of deviating offer

§ 7:15 Acknowledgment of amendments

§ 7:16 Failure to receive amendment

### **IV. CANCELLING THE SOLICITATION**

§ 7:17 Generally

§ 7:18 Standard for cancellation

§ 7:19 Cancellation versus amendment

§ 7:20 Reasons for cancellation

§ 7:21 Requirements that protester be interested party and suffer competitive prejudice

§ 7:22 Procedures for cancellation

§ 7:23 Reinstatement of cancelled RFP

### **V. DEFINITION OF AN “OFFER”**

§ 7:24 Generally; essentials of offer

§ 7:25 Form of offer

§ 7:26 Multiple proposals

§ 7:27 All or none offers

### **VI. RECEIPT AND SAFEGUARDING OF PROPOSALS**

§ 7:28 Time for receipt

§ 7:29 Procedure for extending closing date

§ 7:30 Handling of proposals

§ 7:31 Release of information

### **VII. REVOCATION AND MODIFICATION OF PROPOSALS BEFORE DISCUSSIONS**

§ 7:32 Revocation of offers

§ 7:33 Revision and modification of offers

## **CHAPTER 8. LATE PROPOSALS AND MODIFICATIONS/REVISIONS**

§ 8:1 Scope of chapter

## **I. BASIC PRINCIPLES**

- § 8:2 Revised late proposal rules (64 Fed. Reg. 72414)
- § 8:3 General criteria for late proposals, revisions, and modifications
- § 8:4 Policy justifications
- § 8:5 Effect of RFP lacking standard late proposal and modification provision
- § 8:6 Treatment of late submittals—Administrative procedures

## **II. PLACE FOR RECEIPT**

- § 8:7 Generally

## **III. TIME FOR RECEIPT**

- § 8:8 Generally

## **IV. EXCEPTIONS TO GENERAL RULE AGAINST ACCEPTANCE OF LATE PROPOSALS**

- § 8:9 Generally
- § 8:10 Registered or certified mail
- § 8:11 Regular mail, electronic mail, and facsimiles
- § 8:12 Only proposal received

## **V. LATE PROPOSAL MODIFICATIONS/REVISIONS**

- § 8:13 Generally

## **VI. LATE FINAL PROPOSAL REVISIONS**

- § 8:14 Generally—Prior law

## **VII. LATE MODIFICATIONS OF OTHERWISE SUCCESSFUL OFFERS**

- § 8:15 Generally

## **VIII. OTHER RULES GOVERNING LATE PROPOSALS**

- § 8:16 Generally—Prior law

## **CHAPTER 9. UNSOLICITED PROPOSALS**

- § 9:1 Scope of chapter
- § 9:2 General policy
- § 9:3 Rules for submission
- § 9:4 Receipt and review
- § 9:5 Evaluation
- § 9:6 Contracting methods
- § 9:7 Common protest issues

TABLE OF CONTENTS

## **PART III. EVALUATION PROCESSES**

### **CHAPTER 10. PROPOSAL EVALUATION— TECHNICAL TO EVALUATION OF NONPRICE FACTORS**

§ 10:1 Scope of chapter

#### **I. EVALUATING TECHNICAL FACTORS**

##### **A. BASIC PRINCIPLES**

§ 10:2 Technical Evaluation General  
§ 10:3 Responsibility distinguished  
§ 10:4 Tenets of Technical Evaluation  
§ 10:5 Adherence to evaluation criteria  
§ 10:6 Role of incumbency  
§ 10:7 Technical risk  
§ 10:8 Bias  
§ 10:9 Sample problems

##### **B. BASIS FOR EVALUATION**

§ 10:10 Extra-proposal information  
§ 10:11 Oral presentations  
§ 10:12 Review of offer material  
§ 10:13 Blanket offers of compliance  
§ 10:14 Descriptive literature  
§ 10:15 Disputes concerning receipt of material  
§ 10:16 Exceptions to rule against consideration of extra-proposal information

##### **C. PRODUCT TESTING**

§ 10:17 Generally

##### **D. RATING APPROACHES**

§ 10:18 Generally  
§ 10:19 Quantitative scoring  
§ 10:20 Qualitative and other ratings

##### **E. DOCUMENTATION OF EVALUATION**

§ 10:21 Generally

##### **F. PARTICULAR TECHNICAL EVALUATION ISSUES**

§ 10:22 Introduction  
§ 10:23 Benchmarks  
§ 10:24 Personnel  
§ 10:25 Key personnel

- § 10:26 Staffing levels
- § 10:27 *[Reserved]*
- § 10:28 *[Reserved]*
- § 10:29 *[Reserved]*
- § 10:30 *[Reserved]*
- § 10:31 *[Reserved]*
- § 10:32 Alternative products
- § 10:33 Brand name or equal

## **II. EVALUATING PAST PERFORMANCE**

### **A. GENERAL**

- § 10:34 Past Performance General
- § 10:35 Defining Past Performance

### **B. COMPARISON TO TECHNICAL EVALUATIONS**

- § 10:36 Similarities to Technical Evaluations
- § 10:37 Outside four corners of a proposal.
- § 10:38 Communications on adverse information
- § 10:39 Evaluations

### **C. EVALUATING TYPES OF PAST PERFORMANCE**

- § 10:40 Corporate past performance/experience
- § 10:41 Organizational versus personnel experience
- § 10:42 Newly formed offerors
- § 10:43 Subcontractor experience

# **Table of Contents**

## **PART III. EVALUATION PROCESSES (CONTINUED)**

### **CHAPTER 11. PROPOSAL EVALUATION—PRICE OR COST**

§ 11:1 Scope of chapter

#### **I. BASIC PRINCIPLES**

§ 11:2 Generally

#### **II. PRICE ANALYSIS**

§ 11:3 Generally  
§ 11:4 Price reasonableness  
§ 11:5 Government estimates  
§ 11:6 Realism  
§ 11:7 Life cycle costs  
§ 11:8 Present value analysis  
§ 11:9 Domestic preferences  
§ 11:10 Taxes  
§ 11:11 Prompt payment discounts  
§ 11:12 Integrity of unit prices  
§ 11:13 Price or cost ceilings

#### **III. COST ANALYSIS**

§ 11:14 Generally  
§ 11:15 Techniques  
§ 11:16 Cost realism  
§ 11:17 “Should cost”

#### **IV. PROFIT**

§ 11:18 Generally

#### **V. CERTIFIED COST OR PRICING DATA; OTHER THAN CERTIFIED COST OR PRICING DATA**

§ 11:19 Data rules  
§ 11:20 Defective data

#### **VI. RATING METHODS**

§ 11:21 Generally

## VII. UNBALANCED OFFERS

- § 11:22 Introduction
- § 11:23 Mathematical unbalancing—Prior law
- § 11:24 Material unbalancing—Prior law
- § 11:25 Unbalancing under prior and current standards

# CHAPTER 12. PROPOSAL EVALUATION— SOURCE SELECTION

- § 12:1 Scope of chapter

## I. SOURCE SELECTION PROCESS

- § 12:2 Basic rules
- § 12:3 Effect of ratings on the selection decision
- § 12:4 Source selection procedures on the best value continuum
- § 12:5 Evaluation formulas
- § 12:6 Tradeoffs
- § 12:7 Technically equal proposals
- § 12:8 Tied proposals
- § 12:9 Multiple awards
- § 12:10 Higher level review
- § 12:11 Source Selection Decision

## II. FORMAL SOURCE SELECTION

- § 12:12 FAR standards
- § 12:13 Case law interpretation
- § 12:14 *[Reserved]*

# CHAPTER 13. AGENCY EVALUATORS

- § 13:1 Scope of chapter
- § 13:2 Basic principles
- § 13:3 Statutes and regulations
- § 13:4 Evaluator qualifications—Standard for reviewing selection of evaluators
- § 13:5 Protest of evaluator qualifications
- § 13:6 Evaluator misconduct—Bias
- § 13:7 Conflict of interest
- § 13:8 Fraud
- § 13:9 Evaluation proceedings
- § 13:10 A well written finding

# CHAPTER 14. AWARD ON INITIAL PROPOSALS

- § 14:1 Scope of chapter

## I. FAVORABLE INITIAL PROPOSALS—OVERVIEW

- § 14:2 Generally

## TABLE OF CONTENTS

### **II. FAVORABLE INITIAL PROPOSALS—PROCEDURES**

- § 14:3 Generally
- § 14:4 Award must be made without discussions
- § 14:5 Notice to vendors
- § 14:6 Requirement of technically acceptable offer
- § 14:7 Low overall cost
- § 14:8 Late proposal modifications
- § 14:9 Application of FAR 52.215-1

### **III. REMEDIES FOR IMPROPER AWARDS**

- § 14:10 Generally

### **IV. PREAWARD DISCLOSURE AND CORRECTION OF MISTAKES IN PROPOSALS**

- § 14:11 New FAR standards
- § 14:12 Clerical mistakes—Prior Law
- § 14:13 Other types of mistakes—Prior law

## **CHAPTER 15. COMPETITIVE RANGE**

- § 15:1 Overview
- § 15:2 The evolving definition of the “competitive range”
- § 15:3 Competitive range variations
- § 15:4 General principles of evaluation
- § 15:5 Single offer range
- § 15:6 Improper inclusion of protester
- § 15:7 Unacceptable offers
- § 15:8 Relative approach
- § 15:9 Role of price or cost
- § 15:10 Range revisions
- § 15:11 Rejected proposals
- § 15:12 Key procedural & litigation issues
- § 15:13 Practice pointers

## **CHAPTER 16. DISCUSSIONS**

- § 16:1 Scope of chapter

### **I. GENERAL PRINCIPLES**

- § 16:2 FAR rules
- § 16:3 Critique

### **II. DISCUSSIONS AS COMPARED WITH OTHER INTERCHANGES**

- § 16:4 Generally
- § 16:5 Clarifications
- § 16:6 Responsibility inquiries

- § 16:7 Communications before competitive range is established
- § 16:8 Performance demonstrations
- § 16:9 Other contacts

### **III. FORM OF DISCUSSIONS**

- § 16:10 Generally

### **IV. REQUIREMENT FOR MEANINGFUL DISCUSSIONS**

- § 16:11 Generally
- § 16:12 Criteria for compliance
- § 16:13 Conflicting standards
- § 16:14 Proposed solutions

### **V. IMPROPER DISCUSSION PRACTICES**

- § 16:15 Generally
- § 16:16 Technical transfusion (prior law)
- § 16:17 Revealing proprietary information or intellectual property information (present law)
- § 16:18 Technical leveling (prior law)
- § 16:19 Favoring one offeror over another
- § 16:20 Auction techniques (prior law)
- § 16:21 Revealing prices without permission
- § 16:22 Improper post-FPR negotiations
- § 16:23 Improper presolicitation discussions

### **VI. LIMITED DISCUSSIONS PROCEDURES**

- § 16:24 Generally (prior law)
- § 16:25 Four step process (prior law)
- § 16:26 Relationship to CICA (prior law)

## **CHAPTER 17. FINAL PROPOSAL REVISIONS**

- § 17:1 Scope of chapter
- § 17:2 Request for revisions
- § 17:3 Preparation of revisions
- § 17:4 Evaluation of revisions (FPR)
- § 17:5 Additional requests for revisions—Current FAR policy
- § 17:6 —Prior FAR policy
- § 17:7 Justification

## **CHAPTER 18. ELIGIBILITY FOR AWARD**

- § 18:1 Scope of chapter

### **I. PERFORMANCE RESPONSIBILITY**

- § 18:2 Generally
- § 18:3 Responsibility determination v. technical evaluation

## TABLE OF CONTENTS

- § 18:4 Responsibility determination v. contract administration
- § 18:5 Responsibility criteria
- § 18:6 Submission and consideration of information regarding responsibility
- § 18:7 Preaward surveys
- § 18:8 Determination; documentation
- § 18:9 Challenge to determination of responsibility
- § 18:10 Definitive responsibility criteria
- § 18:11 Challenge to determination of nonresponsibility

## II. SMALL BUSINESS POLICIES

### *GENERAL*

- § 18:12 Policy and Statute
- § 18:13 When a Business is Small
- § 18:14 Status
- § 18:15 Representation and Certifications

### *SET ASIDES*

- § 18:16 Set-Aside Policies and Criteria for Use
- § 18:17 Price evaluation
- § 18:18 Limitation on subcontracting
- § 18:19 Parity among socioeconomic categories
- § 18:20 Set-aside withdrawals

### *SET-ASIDE CHALLENGES*

- § 18:21 SBA Review of Size and Status
- § 18:22 GAO Review of set-asides

### *8(A) PROGRAM*

- § 18:23 The 8(a) program
- § 18:24 Procedures in 8(a) program
- § 18:25 Case law on 8(a) program

### *SUBCONTRACTING*

- § 18:26 Small business subcontracting

### *CERTIFICATE OF COMPETENCY*

- § 18:27 Certificate of competency
- § 18:28 Issues with Certificate of Competency Process

### *OTHER SMALL BUSINESS PROGRAMS OR RULES*

- § 18:29 Mentor Protégé
- § 18:30 Nonmanufacturer Rule
- § 18:31 Set-Asides for Orders under Multiple Award Contracts

- § 18:32 Bundling and Consolidation
- § 18:33 *[Reserved]*
- § 18:34 Other: Stafford Act's Preference and Buy Indian Act

### **III. ORGANIZATIONAL CONFLICTS OF INTEREST**

- § 18:35 Generally
- § 18:36 Identification
- § 18:37 Unequal Access to Information
- § 18:38 Impaired Objectivity
- § 18:39 Biased Ground Rules
- § 18:40 Systems engineering and technical direction
- § 18:41 Resolution—Avoid, Neutralize, Mitigate, Waive
- § 18:42 Advanced Planning on OCIs

### **IV. FIRST ARTICLE TESTING AND APPROVAL**

- § 18:43 FAR standards
- § 18:44 Government Accountability Office (GAO) review
- § 18:45 Competition restraints
- § 18:46 Waiver

### **V. QUALIFICATION REQUIREMENTS**

- § 18:47 Standards
- § 18:48 Procedures
- § 18:49 Other issues

### **VI. OTHER ELIGIBILITY REQUIREMENTS**

- § 18:50 Generally

### **VII. DEBARMENT AND SUSPENSION**

- § 18:51 Generally
- § 18:52 Debarment—Under FAR
- § 18:53 Other debarment procedures
- § 18:54 “De facto” debarments
- § 18:55 Debarment and contract formation
- § 18:56 Suspension
- § 18:57 “De facto” suspension
- § 18:58 Suspension and contract formation

## **PART IV. AWARD PROCESSES**

### **CHAPTER 19. MAKING THE AWARD**

- § 19:1 Scope of chapter
- § 19:2 FAR procedures
- § 19:3 Existence of award
- § 19:4 Identity of awardee

## TABLE OF CONTENTS

- § 19:5 Timing of award
- § 19:6 Implied contracts
- § 19:7 Undefinitized agreements

## **CHAPTER 20. POST-SELECTION MATTERS**

- § 20:1 Scope of chapter

### **I. NOTIFICATION TO OFFERORS**

- § 20:2 Generally
- § 20:3 Pre-award notices
- § 20:4 Post-award notices
- § 20:5 Sufficiency of notice
- § 20:6 Erroneous explanation
- § 20:7 Notification to successful offeror
- § 20:8 Post-award orientations

### **II. DEBRIEFINGS**

- § 20:9 Debriefings
- § 20:10 Practical considerations

### **III. MISTAKES IN PROPOSALS**

- § 20:11 Generally
- § 20:12 FAR procedures
- § 20:13 Case law interpretation

### **IV. CORRECTING IMPROPER AWARDS**

- § 20:14 Generally

## **PART V. SPECIAL CATEGORIES OF NEGOTIATED ACQUISITIONS**

## **CHAPTER 21. SIMPLIFIED ACQUISITION PROCEDURES**

- § 21:1 Scope of chapter

### **I. SIMPLIFIED PURCHASES**

- § 21:2 Generally
- § 21:3 Special procedures
- § 21:4 Electronic contracting
- § 21:5 Determining dollar limits
- § 21:6 Small business set asides
- § 21:7 Solicitation forms; requests for quotations
- § 21:8 Soliciting competition—Purchases exceeding micro-purchase threshold

- § 21:9 Evaluation of quotations or offers and award—Purchases exceeding micro-purchase threshold
- § 21:10 Documentation requirements; notification to unsuccessful suppliers
- § 21:11 Purchase orders
- § 21:12 Inapplicable laws, provisions, and clauses
- § 21:13 Other issues
- § 21:14 *[Reserved]*

## **II. MICRO-PURCHASES**

- § 21:15 Generally

## **III. BLANKET PURCHASE AGREEMENTS**

- § 21:16 Blanket Purchase Agreements—Generally

# **CHAPTER 22. ARCHITECT-ENGINEER SERVICES**

- § 22:1 Scope of chapter

## **I. DEFINITION**

- § 22:2 Generally

## **II. COMPETITION POLICIES**

- § 22:3 Generally
- § 22:4 FBO (now SAM.gov) notice
- § 22:5 Selection criteria
- § 22:6 Evaluation boards
- § 22:7 Documentation of qualifications
- § 22:8 Selection authority
- § 22:9 Simplified purchase selections
- § 22:10 Negotiations and award

## **III. AWARD CONTROVERSIES**

- § 22:11 Generally

# **CHAPTER 23. FEDERAL SUPPLY SCHEDULE CONTRACTING**

- § 23:1 Scope of chapter
- § 23:2 Generally
- § 23:3 Multiple award schedules
- § 23:4 Overview of the General Services Acquisition Manual
- § 23:5 Competition policies
- § 23:6 GSA Competition Policy
- § 23:7 Solicitation policies
- § 23:8 Technical evaluation principles

## TABLE OF CONTENTS

- § 23:9 Determining low overall cost
- § 23:10 Contract termination or cancellation
- § 23:11 Protest procedures
- § 23:12 Contract administration responsibilities

## CHAPTER 24. COMMERCIAL ACQUISITIONS

- § 24:1 Introduction to commercial acquisitions
- § 24:2 Explanation of Part 12
- § 24:3 Commercial acquisitions policies and streamlined procedure
- § 24:4 Provisions and clauses for commercial acquisitions
- § 24:5 Definition of commercial products and commercial services
- § 24:6 Commercial pricing
- § 24:7 Commercially Available-off-the-Shelf (COTS) items
- § 24:8 Subcontracting for commercial products and services
- § 24:9 FAR 13.5: Simplified procedures for commercial products and services
- § 24:10 Goods and services treated as commercial products and services

## CHAPTER 25. OTHER SPECIAL CATEGORIES

- § 25:1 Scope of chapter

### I. MAJOR SYSTEM ACQUISITION

- § 25:2 Major systems defined
- § 25:3 Competition policies
- § 25:4 Agency responsibilities
- § 25:5 Procurement procedures

### II. RESEARCH AND DEVELOPMENT CONTRACTING

- § 25:6 Generally
- § 25:7 Publicity requirements
- § 25:8 Work statements
- § 25:9 Contract methods
- § 25:10 Solicitations
- § 25:11 Evaluation and award
- § 25:12 Broad agency announcement
- § 25:13 Small business innovation research program
- § 25:14 Other Transactions Authority

### III. CONSTRUCTION CONTRACTS

- § 25:15 Generally
- § 25:16 Definitions
- § 25:17 Government estimates
- § 25:18 Disclosure of magnitude
- § 25:19 Cost limitations
- § 25:20 Contract pricing and negotiation
- § 25:21 Limitations on award

- § 25:22 Bonding
- § 25:23 Labor policies
- § 25:24 Wage rate determinations

#### **IV. SERVICE CONTRACTS**

- § 25:25 Generally
- § 25:26 Personal service contracts
- § 25:27 Service Contract Act
- § 25:28 Determining which statute applies
- § 25:29 Agency's decision to invoke statute
- § 25:30 Wage determination
  - “Conforming procedure” for unlisted job classifications
- § 25:32 —Protest based on allegedly ambiguous or inadequate wage determination or failure to issue determination
- § 25:33 —Error in determinations; amendments
- § 25:34 —Challenge to offer based on alleged SCA violation

#### **CHAPTER 26. REPROCUREMENT AFTER DEFAULT**

- § 26:1 Overview
- § 26:2 Damages for the excess costs of reprocurement
- § 26:3 Alternatives to default termination
- § 26:4 Fiscal issues
- § 26:5 Repurchase by agency under FAR 49.402-6
- § 26:6 Completion of contract by surety under FAR 49.404, 49.405
- § 26:7 Acquisition methods
- § 26:8 Relevance of FAR competition procedures for reprocurements
- § 26:9 Limits and restrictions on competition
- § 26:10 Participation by defaulted contractor
- § 26:11 Mitigation of damages—Further explained
- § 26:12 Disputes and bid protests compared
- § 26:13 Practical guidelines

# **Table of Contents**

## **PART VI. SEALED BIDDING ESSENTIALS**

### **CHAPTER 27. SEALED BIDDING ESSENTIALS**

§ 27:1 Scope of chapter

#### **I. USE OF SEALED BIDDING**

§ 27:2 Elements of sealed bidding

§ 27:3 Sealed bidding policy

#### **II. SOLICITATION OF BIDS**

§ 27:4 Preparation of Invitation for Bids (IFB)

§ 27:5 Uniform Contract Format (UCF)

§ 27:6 Rules for soliciting bids

§ 27:7 Invitation for Bids (IFB) management

§ 27:8 Construction contracting

#### **III. SUBMISSION OF BIDS**

§ 27:9 Basic policy

§ 27:10 Bid modification and withdrawal

§ 27:11 Misplaced bids

§ 27:12 New late bid and bid modification rules (64 Fed Reg 72414)

§ 27:13 Late bids, modifications and withdrawals—Prior law

#### **IV. OPENING AND RECEIPT OF BIDS**

§ 27:14 Basic rules

§ 27:15 IFB cancellation after bid opening

#### **V. EVALUATION OF BIDS**

§ 27:16 Basic principles of responsiveness

§ 27:17 Common responsiveness questions

§ 27:18 Acceptance of nonresponsive bids

§ 27:19 Other reasons for rejection

§ 27:20 Minor informalities and deviations

§ 27:21 Practical pointer

#### **VI. MISTAKES IN BID**

§ 27:22 In general

- § 27:23 Apparent clerical mistakes
- § 27:24 Other preaward mistakes
- § 27:25 Procedural requirements
- § 27:26 Post-award mistake allegations

## **VII. AWARD**

- § 27:27 In general
- § 27:28 Prerequisites for award
- § 27:29 Pricing issues
- § 27:30 Tie bids
- § 27:31 Postaward matters

## **VIII. TWO STEP SEALED BIDDING**

- § 27:32 In general
- § 27:33 Conditions for use
- § 27:34 Step One
- § 27:35 Step Two

# **PART VII. BID PROTEST PRACTICE AND PROCEDURE FOR AWARD**

## **CHAPTER 28. INTRODUCTION; PROTEST PREREQUISITES**

- § 28:1 Introduction
- § 28:2 Requisites—Generally
- § 28:3 Jurisdictional requirements
- § 28:4 Filing rules
- § 28:5 Content requirements—Generally
- § 28:6 —Statement of factual and legal grounds
- § 28:7 Frivolous protests
- § 28:8 Academic questions
- § 28:9 Anticipatory protests

## **CHAPTER 29. INTERESTED PARTIES**

### **I. BASIC PRINCIPLES**

- § 29:1 Definitions
- § 29:2 Relation of judicial standing to GAO protests
- § 29:3 Administrative Dispute Resolution Act and the courts

### **II. ACTUAL OR PROSPECTIVE OFFEROR**

- § 29:4 Actual offeror
- § 29:5 Prospective offeror

### **III. DIRECT ECONOMIC INTEREST**

- § 29:6 General policy

## TABLE OF CONTENTS

- § 29:7 Direct economic interest—Postaward protests
- § 29:8 —Prospective offerors: RFP challenges

## IV. RELATION TO TIMELINESS REQUIREMENTS

- § 29:9 Basic rule

## V. RECONSIDERATIONS AND AGENCY CORRECTIVE ACTION

- § 29:10 Post-protest matters

## CHAPTER 30. TIMELINESS REQUIREMENTS

- § 30:1 Generally
- § 30:2 Preclosing protests
- § 30:3 Other procurement protests
- § 30:4 Post-agency protests
- § 30:5 Regulatory exemptions

## CHAPTER 31. NOTICE OF PROTEST; WITHHOLDING OF AWARD AND SUSPENSION OF CONTRACT PERFORMANCE

- § 31:1 Generally
- § 31:2 Notice of protest
- § 31:3 Suspension of award or performance

## CHAPTER 32. THE AGENCY REPORT; PROTECTIVE ORDERS

- § 32:1 Generally
- § 32:2 Time and procedure for submission
- § 32:3 Required submittals
- § 32:4 Requests for additional documents
- § 32:5 Protective orders
- § 32:6 Comments on the agency report

## CHAPTER 33. HEARINGS

- § 33:1 Generally
- § 33:2 Prehearing matters
- § 33:3 The hearing
- § 33:4 Post hearing matters

## CHAPTER 34. REMEDIES

- § 34:1 Generally
- § 34:2 Choice of remedies
- § 34:3 Cost remedies
- § 34:4 Agency corrective action
- § 34:5 Compensable costs

## **CHAPTER 35. REQUESTS FOR RECONSIDERATION**

- § 35:1 Generally
- § 35:2 Pleading requirements
- § 35:3 Filing/timeliness requirements

**Table of Laws and Rules**

**Table of Cases**

**Index**