

---

DEVELOPMENT OF ACQUISITION REQUESTS  
Table of Contents

---

1. General
  - .1 Policy
  - .2 Purpose and Scope
  
2. Administrative Exceptions
  - .1 Deficient Acquisition Requests
  - .2 Acquisition Requests for Planning
  
3. Preparation of Acquisition Request
  - .1 Format
  - .2 Disposition

Illustration 1

---

DEVELOPMENT OF ACQUISITION REQUESTS  
General

---

1. GENERAL

1.1 Policy. This Supplement shall be used and referenced by Bureau personnel at Bureau contracting activities for contract acquisition of all supplies or services exceeding \$10 thousand. Small purchases (less than the above amount) are to be obtained by use of a purchase order (Form 5-4314, SF 147, or SF 44). The Supplement material is to serve as a policy resource document and is to be considered as a controlling directive in the acquisition management system. The guidelines may also be used by program specialists to prepare requests for assistance agreement proposals, subject to appropriate modifications.

A. The procedures outlined in this Supplement shall be adhered to by Bureau staff in preparing and developing in-house Acquisition Requests (AR) prior to transmittal to the Contracting Officer at all Bureau contracting activities. Acquisitions governed by the provisions of the Indian Self-Determination and Education Assistance Act (P.L. 93-638, 25 U.S.C. 450 et. seq.) are exempt from these provisions.

B. Bureau personnel are reminded of the Department's policies and procedures on the use of contracts for Consultant and Management Services (DM 365 and IPR 14-55.2). Before submitting an AR that envisions the need for such services, informal discussions should be held with the Contracting Officer so that the person submitting the AR has a clear understanding of the specific policies of the Bureau activity that the acquisition will support. (For further clarification, refer to 19 BIAM Supp. 18, Use and Control of Consulting and Management Services and Studies).

C. Bureau personnel shall adhere to current Federal Regulations in developing Acquisition Requests (AR) that involve the use of noncompetitive procurement (the use of a single source). Interior Procurement Regulations (IPR 14-3.150) require that the initiator of an Acquisition Request (AR) provide full and complete rationale/justification for the source selection, subject to verification and approval by the Contracting Officer and Senior Executive authority. Acquisition Requests (AR) that envision the need for noncompetitive acquisition should be discussed informally by the initiator with the Contracting Officer to ensure compliance prior to the development of an Acquisition Request (AR). (See also 19 BIAM Supp. 2, Charter for Acquisition/Assistance Agreement Review Committee).

D. Time constraints are critical to the acquisition process and certain "lead-times" are mandated by its very nature.

(1) For general planning purposes, the Contracting Officer requires a longer period for executing competitive acquisition contracts than for noncompetitive acquisitions. The cited "lead-times" apply after the receipt of an approved Acquisition Request (AR) by the Contracting Officer. Sufficient

---

DEVELOPMENT OF ACQUISITION REQUESTS  
General

---

time should be allowed for the preparation and approval of the request before it is acted on by the Contracting Officer.

(2) Initiators of an AR must allow more time if Departmental approval under DM 365 is required for consultant and management service contracts cited in paragraph 1.1B.

(3) The end-of-year cutoff date for financial transactions also impacts on the acquisition process. Initiators of Acquisition Requests (AR) shall submit them to the Contracting Officer with respective "lead-times" to meet the Bureau deadline of August 30 of the current fiscal year. That is, competitive Acquisition Requests shall be received by the Contracting Officer no later than April 30. Noncompetitive requests will not be processed during the last quarter of the fiscal year except under the special conditions outlined in Part 2.2E of 19 BIAM Supplement 4, Acquisition Plan. These cutoff dates permit Contracting Officers to process Acquisition Requests in an orderly and timely manner. (See also 19 BIAM Supp. 17, Contract Acquisition Lead-Time).

1.2 Purpose and Scope. This Supplement provides information for the development of the basic acquisition document called "Acquisition Request" (AR) which will clearly state the reason(s) for the proposed acquisition and any special features that need to be taken into consideration when the contract is developed. Illustration 1 provides the initiator with the complete substantive and procedural elements for the completion of an AR.

A. Supplement 3 has been prepared specifically as a working tool for the Bureau initiator of the AR. This instruction will become even more important as the technical complexity of the acquisition requirements increase. It is hoped that the procedures described will erase the lines that have separated acquisition personnel from non-acquisition personnel (concerned with the end-result of the program process) and greatly assist the Contracting Officer who must prepare the solicitation and contract. The initiator will also be fulfilling a key role in the total acquisition function of the Bureau, particularly in meeting minority business enterprise requirements.

B. Supplement 3 is keyed to the AR which provides the initial momentum and, more importantly, the logic and validity for the supplies or services to be acquired by contract. Bureau reviewing officials base their approval or rejection of the AR on the information it contains. The information in the AR also provides a basis for the preparation of the solicitation and contract by the Contracting Officer after the receipt of the approved AR. Finally, effective Bureau use of the end-product resulting from an acquisition depends on the thoroughness with which the AR defines what the contract is to produce, in what form, and by what time-frame.

---

DEVELOPMENT OF ACQUISITION REQUESTS  
General

---

C. A properly prepared and adequately documented AR is essential if Bureau needs are to be successfully met and will:

(1) Eliminate time lost in having request deficiencies corrected after review.

(2) Eliminate excessive and time-consuming consultations with Bureau procurement personnel.

(3) Reduce the incidence of acquisition amendments necessary to clarify outstanding solicitations for prospective contractors.

(4) Avoid errors which can confuse solicitation documents and resulting contracts.

D. The development of a sound AR will facilitate consultation between the initiator and the Contracting Officer during the planning and preparation phases of the acquisition. Special attention shall be given to include the Minority Business Enterprise Coordinator for identifying, recommending, and using Indian and other small and disadvantaged business enterprises in meeting Bureau acquisition needs.

---

DEVELOPMENT OF ACQUISITION REQUESTS  
Administrative Exceptions

---

2. ADMINISTRATIVE EXCEPTIONS

2.1 Deficient Acquisition Requests. A deficient AR is one that is incomplete. Areas where deficiencies may exist include, but are not limited to, Statements of Work and Justifications. Correction or completion of deficiencies by the initiator expends valuable "lead-time" and otherwise hampers the review process, the timely consummation of the contract, and the obligation of funds.

A. Changes in AR's to correct deficiencies can be handled informally (if relatively minor in nature) or by consultation between the Contract Office and the initiator. Those that require change after receipt by the Acquisition/Assistance Agreement Review Committee (if ARC review is necessary) may be adjusted by mutual agreement by the appropriate initiating official and the ARC. Accordingly, AR's which are reviewed by the Acquisition/Assistance Agreement Review Committee and are found to be deficient will be handled in either of two ways:

(1) The deficiency will be discussed informally with the initiator,  
or

(2) The AR will be returned to the initiator with an explanation of the deficiency that needs correcting or completion.

B. AR's which include deficiencies that have not been corrected will be withdrawn from processing by the Contracting Officer.

2.2 Acquisition Requests for Planning. In certain instances, presolicitation planning is desirable to aid in the preparation and formulation of overall Bureau acquisition plans. AR's for planning purposes (Planning AR's) must clearly indicate that they are to be used "for planning purposes only" and, as such, are not to be used to obligate appropriated funds. With obvious exceptions, the information contained in Supplement 3 is applicable to Acquisition Requests for Planning.

---

DEVELOPMENT OF ACQUISITION REQUESTS  
Preparation of Acquisition Request

---

3. PREPARATION OF ACQUISITION REQUEST

3.1 Format. The content and preparation of an AR is presented in Illustration 1. The AR shall be completed by the initiator and submitted for appropriate review in all cases by the Contracting Officer and in select instances by the Acquisition/Assistance Agreement Review Committee.

3.2 Disposition. The AR will be transmitted to the Contracting Officer for solicitation and consummation of the contract. (See 19 BIAM, Supp. 2, Charter for Acquisition/Assistance Agreement Review Committee). A copy of the complete AR will be retained by the Contracting Officer as a part of the contract file.

United States Department of the Interior  
Bureau of Indian Affairs

ACQUISITION REQUEST

Introduction. This instruction sheet provides the initiator with the format, content, and explanations for the preparation of an Acquisition Request (AR) for contract acquisition of all supplies or services exceeding \$10 thousand. The AR serves as the major source document in providing the essential administrative and justification elements to reviewing officials.

A. The first part of the AR, (paragraph #1 below) covers completion of administrative entries (1B1) through (1B9). There is a brief explanation for each entry.

B. The second part (paragraph #2 below) covers the Statement of Work (SOW) format which is divided into a number of subparts because the description of the requirement will vary with the supplies or services being acquired. To facilitate the review process, the entry heading in parts paragraph #1 and paragraph #2 shall be used as the headings for the AR.

1. Administrative Details (entries 1B1-1B9). This part covers the preparation of entries (1B1) through (1B9) of the AR. The reviewing officials will examine these entries to make certain that the proposed acquisition is required for accomplishment of the respective program's assigned mission and that the funds to be obligated will be charged to the proper account.

A. The AR (if it first has required approval by the Acquisition/Assistance Agreement Review Committee) is then transmitted to the Contracting Officer for:

- (1) Preparation of solicitation.
- (2) Determination of type of contract.
- (3) Issuance of Invitation For Bids (IFB) or Request for Proposals (RFP), depending on the type of contract to be used.
- (4) Negotiation of contract when appropriate. (Program staff generally assists in negotiations.)
- (5) Preparation of contract and obligation of contract funds (completed Financial Code Sheet transmitted to the Finance Unit for entry into the Bureau Finance System).

B. The individual entries for the required administrative information of the AR are, as follows:

(1) Initiator of AR. Enter full name, position title, applicable organization Code, and room/telephone number of the Bureau employee who initiates the request.

(2) Obligation Authority. State the appropriation symbol and Financial Code account numbers that apply to the acquisition. The appropriate Bureau official is responsible for committing funds required for the acquisition. Before funds can be committed, however, the appropriate Bureau official must determine that sufficient funds exist in the account against which the acquisition will be charged. The funds are then committed for the acquisition, and the AR is forwarded to the next approval level. When an AR is rejected for insufficient funds, it shall be returned to the initiator. The initiator must also provide a partially completed Financial Code Sheet (Form BIA-4236) with the AR. The Code Sheet shall be filled out by the initiator to the extent that required data is known (i.e., location and Financial Codes in fields 3 through 10, as applicable). The Code Sheet will be completed as to amount and contract number by the Contracting Officer before being transmitted to the Finance Unit.

(3) Planned Contract Award Date. The initiator shall indicate the date by which award must be made to meet program requirements. This date is based on appropriate administrative lead-times, required obligation date, and proposed contract type. (See 19 BIAM Supp. 17, Contract Acquisition Lead-Time).

(4) Program. Enter the work program title and organizational unit.

(5) Routing and Surname.

Date:

Initiator: \_\_\_\_\_  
Supervisor/Division Chief: \_\_\_\_\_  
Program/Office Director: \_\_\_\_\_  
Financial Management: \_\_\_\_\_  
Contracting Officer: \_\_\_\_\_  
Line Officer: \_\_\_\_\_

This entry is self-explanatory and depicts the approval flow for Central Office acquisitions. A surname by Financial Management attests not only to the availability of funds for the proposed acquisition but also to the appropriateness of their use for the stated purpose. Bureau field contracting activities shall substitute comparable organizational titles/elements. The two latter signatures are provided after review and approval of the Acquisi-

tion/Assistance Agreement Review Committee (if such review is required). For formally advertised or competitively negotiated acquisitions, signature of the line officer is optional.

(6) Deliver To. The name and address of the Contracting Officer shall be given in this item. A copy of the deliverable item(s) shall be sent to the Contracting Officer in order to provide adequate control over the performance of the contractor.

(7) Technical Representative. Enter the name, title, and room/telephone number of the Bureau technical representative who will provide reviewing and procurement personnel with any supplementary details or assistance needed while the AR is being processed. This individual shall have a comprehensive understanding both of the immediate acquisition and the Bureau program to which it is related. This includes a knowledge of such matters as the applicable inspection and acceptance requirements, the necessary reports (cost, technical, progress), and so on. The technical representative (in most cases) will be the initiator of the AR. (See 19 BIAM Supp. 5, Contract Acquisition Staff Resources).

(8) Estimated Amount Committed. Enter the amount to be committed by the AR. So that all surname approval levels are not misled as to the magnitude of the acquisition, the total estimated amount to be committed for the contract must be set forth.

The detail in which a cost estimate is prepared to support the estimated amount committed (and, the amount of supporting documentation required) will depend upon the nature of the acquisition, its size, and other factors. The initiator and the relevant higher level manager must ensure that sufficient funds are allocated for the AR. This is necessary if arrangements have to be made for increasing the level of funding, to facilitate the preparation of subsequent budgets, and for other financial control purposes.

Funds committed for an AR must be decommitted if they are not required by the contract after its execution or if no contract is awarded. This is a responsibility of the initiator of the AR.

(9) Indian and Other Small and Disadvantaged Minority Business Enterprise Involvement. Enter the initiatives that have been developed for meeting policy requirements related to potential implementation of the Buy Indian Act (25 U.S.C. 47), Section 7(b) of Pub. L. 93-638, Section 8(a) of Pub. L. 85-536 (as amended by Pub. L. 95-507), and labor surplus areas (Pub. L. 95-89).

2. Statement of Work and Supporting Documentation. This part covers preparation of the AR which conveys the substance of the supplies or services that

are to be obtained by contract. The information furnished under this entry is the heart of the AR. The activities, requirements, and the special circumstances or conditions that need to be included in the contract must be made clear. The Contracting Officer can then translate the information into a definite Request for Proposal (RFP), or Invitation for Bid (IFB), or contract. Reviewing officials and others will study the content included in this entry to determine not only the adequacy of the AR, but the validity of the requirement itself and the conformance with, and the continuing need of, the current requirements of the Bureau's mission and program.

All items in this entry are not necessarily applicable. Only those that are, should be used.

A. Statement of Work. The Statement of Work (SOW) is the most important step in preparing the AR. When incorporated in a contract, it tells the contractor what is required, the conditions under which work must be conducted, how achievements will be assessed, and what other obligations with respect to the contract will be. The criterion that should be followed is that a contractor, by following and adhering to the directions given in the SOW and without resort to other directions, will be able to totally respond and produce or provide what the contract requires.

(1) Prepare a precise statement of what is to be produced or furnished under the contract. For example, if a broad research effort is what is required, identify the specific areas of investigation.

While a SOW for such an undertaking cannot be so exact that it inhibits innovation by prospective contractors, it should not leave the contractor free to pursue an individual approach unchecked. On the other hand, if the effort is aimed at overcoming a specific problem, be sure to define this problem so that it stands out from any normal efforts that might be involved. In stating the requirements, make use of all materials available such as tables, diagrams, or other schematics to present relevant data or to explain complex concepts, reports, etc.

(2) After stating what is to be provided or furnished in the SOW, it is necessary to establish meaningful parameters of measurement for the effort. These standards should serve three purposes: they should prevent the prospective contractor from drifting into areas not pertinent to the effort; they should measure the results of the completed product; and they should help define whether or not subsequent changes to, or redirection of, the effort fall within or outside of the original scope of the SOW.

(3) Describe precisely what the prospective contractor is to deliver under the contract. This is particularly important with respect to data, since the contractor would only be required to deliver those data that

are specifically designated in the contract. For research efforts, a requirement for all the data resulting from performance of the contract (i.e., reports, graphics, diagrams, and so forth) is appropriate. Reporting instructions should be precise and clear.

Depending on what is requested, a report may contain only a series of observations and opinions or it may make specific recommendations on a course of action. Consider including a requirement for graphic presentations which can eliminate, or at least simplify, the lengthy narratives often contained in a study report.

(4) Describe the relation of this acquisition to the Bureau program effort and Bureau goal of which it is a part.

(5) Describe any existing or completed efforts related to the acquisition. If these are helpful and give a better understanding of the job, can the reports and studies be supplied or made available to the contractor? If so, copies will need to be furnished to the Contracting Officer with the AR after the latter has been duly approved.

(6) Establish an estimate of the level of competence required to be furnished by the contractor. If the efforts of particular individuals are desired, identify them and stipulate their effort during the life of the contract performance. The initiator should adapt the type of information discussed under this subparagraph of the SOW to the particular product or service desired to be obtained by the contract.

B. Justification. A justification for undertaking the program must be set forth in the AR. The nature, scope, and depth of the justification required will depend upon the particular circumstances. For example, more detailed justifications are normally desirable for the larger dollar value acquisition needs, for the more technically complex requirements, for the more critical requirements, and/or for those requirements where substantial programming action is anticipated. Justification of acquisition needs is required for two reasons: to show Bureau reviewing and approving officials that (1) the proposed acquisition is a bona fide undertaking, and (2) that the need for the undertaking exists. When completed, the justification should cover, as a minimum, the following points:

(1) A summary description of the work proposed to be undertaken relating it to the Bureau activity it will support. This description should demonstrate the need for the proposed acquisition by showing its importance to a major Bureau mission, goal, or program.

(2) An explanation of the timing of the proposed acquisition and, if applicable, its position in the time sequence of any major Bureau activity

it is supporting. Information to be supplied should include: the date by which the work must be completed and the effect of this timing on subsequent actions; any factors that might affect the time required for the acquisition; and, in the case of applied research, a reference to any time-line network chart that includes the research effort.

(3) The initiator should tailor the justification to cover the particular goods, products, or services desired to be obtained by the acquisition.

C. Background History Documentation. In evaluating the AR, reviewing officials will want to have a full history of the development of the SOW and its relation to any previous acquisitions, who defined the need, and so on. The AR should, therefore, contain information supplying the following background information:

(1) A description of previous contracts, if any, from which the proposed effort evolved, including the contract numbers.

(2) A description of any in-house effort demonstrating the need for the proposed acquisition; identify the Bureau activity that performed the effort.

(3) If the AR is the result of an unsolicited proposal, a copy of the unsolicited proposal should be attached to the AR. This information will be used by reviewing officials in deciding whether the circumstances satisfy the Federal, Departmental, and Bureau regulatory requirements governing the handling of unsolicited proposals. The initiator should discuss the matter of an unsolicited proposal with the Contracting Officer before completing the AR. (For reference, review 19 BIAM Supp. 7, Policy and Procedures Regarding Unsolicited Proposals).

D. Reports Required as a Part of Contract Performance. Contracts (regardless of duration or dollar amount) shall require the contractor to deliver Periodic Progress Reports, plus a Final Report. These and other details (precise information to be provided by the contractor, distribution, or quantities to be submitted) must be specifically defined on the basis of information submitted in the AR. In describing report requirements, the following points should be considered:

(1) Content. A general format for each of the Reports shall be established and shall be sufficient to monitor progress in all acquisitions. Therefore, review the SOW to determine its adequacy for the contract performance being required. Then, list any modifications necessary to make the reporting system responsive to the required acquisition. For acquisitions being performed over relatively short periods and/or for small dollar amounts,

it might be more efficient to combine the requirements for Periodic and Final Progress Reports into a single Final Report. Any such requirements should be stated clearly in the AR.

(2) Time of Submission. The timing of Periodic Progress Reports depends on such factors as related reporting requirements established by the appropriate bureau Office, the complexity of the acquisition, its relation to other acquisitions, and so on. In any event, the submission date should be clearly identified in the AR (for example, "ten days after the end of the reporting period"). Though Periodic Progress Reports are normally submitted quarterly, the nature of some acquisitions may dictate a longer or shorter reporting period. State the desired reporting period in the AR. For both quarterly and other periods, state the number of days after the close of the reporting period by which the Report must be submitted. Specify the times for delivery of both the draft Periodic Progress and the Final Reports.

(3) Approval of Draft Reports. Identify in the AR the Bureau individual (name, title, Code, and extension number) who will review and approve the draft Periodic Progress and Final Reports for the Bureau activity. This information may not be known when the AR is being prepared, but it should be submitted to the Contracting Officer prior to the due date of the reports so the Contracting Officer will know whom to contact when the reports are received from the contractor.

E. Delivery Requirements and Period of Performance. Delivery requirements can be expressed in one of three ways:

- (1) A specific calendar date.
- (2) A specified period from the award date of the contract.
- (3) A specified period after the contractor receives the notice of award.

The choice depends on the purpose of the undertaking. When the objective is to obtain theoretical or applied knowledge, a period-of-performance requirement will be less restrictive. If, however, the data are needed at a certain fixed time (for instance, before an established date), consider setting a specific calendar date.

However the requirement is expressed, three factors must be taken into account in establishing a realistic delivery date. One is the schedule of major components to be performed as contained in the SOW. The second is the amount of "lead-time" that will be required before a contract is awarded. The third is the amount of time in which the contract performance can reasonably be expected to be completed. Performance completion will depend, in turn, on

such variables as industry practices, the effect of Government-imposed requirements on the contractor's operations (reporting system), and the Government's performance of its contractual obligations (receiving and approving Reports). A schedule of deliveries must be established whenever a number of different items (preliminary data, conceptual models, a Final Report) are to be delivered at different times. Taking into account the considerations listed above, establish a delivery date or period of performance for each such item listed in the SOW. The initiator should tailor the delivery dates to fit the particular goods, products, or services to be furnished under the contract.

F. Acceptance Requirements. The initiator of the AR shall specify acceptance requirements in terms of the criteria for acceptance or rejection in the SOW. In a contract where the end-product is usually a Report, acceptance criteria can be particularly difficult to establish. However, a definition of the Report will constitute one standard against which its acceptability can be measured. Furthermore, if the contract requires the contractor to submit draft copies of the Final Report for Bureau review and approval, the Bureau will be afforded an opportunity to review the Report in terms of format, general contents, and its sufficiency to meet the Bureau requirements stated in the contract. The initiator should tailor these requirements to fit the particular supplies or services being obtained.

G. Basis for Cost Estimate. The basis for the total estimated amount committed [shown in 1B(8) of this instruction sheet] must be demonstrated. The estimate is required as a means of:

- (1) Preventing an inaccurate commitment of funds (too much or too little).
- (2) Determining the availability of funds.
- (3) Assessing the utility of the effort related to the appropriate Bureau needs.
- (4) Determining the reasonableness of the contractor's bid or proposal.

The indefinite nature of some efforts makes it difficult to estimate the amount of the commitment accurately. Nevertheless, by the application of available techniques, it is possible to develop a reasonable cost estimate.

To make the task easier, divide the acquisition into identifiable segments or logical phases. In addition to simplifying preparation of the estimate, this technique will also provide a basis for the review and evaluation of proposals. For each segment, estimate the total staff-months, days, or hours

needed for its performance. To be meaningful, the estimate must be broken down into each level of effort involved. Then estimate the amount and types of materials required for each segment. Finally, estimate travel and per-diem costs involved for off-site travel. Identify the destination, the number of personnel involved, and the total number of trips anticipated.

Apply salary or labor rates and general overhead expenses and profit. Add the amounts for the different segments to get the total estimated amount. In-house costs should be estimated and included in the total estimated amount of commitment; but keep the two amounts separate.

H. Technical Proposals. Prospective contractors' approaches to a work problem often vary so widely that meaningful comparison is impossible unless the AR establishes guidelines for their proposals. It is advisable, therefore, to prepare a listing of the information that prospective contractors must furnish in their proposals to demonstrate, at a minimum: their understanding of the Bureau requirement, the logic of their approach to the problem it presents, and their ability to complete the effort successfully. While the guideline is not a specification, it should include all elements that will be important to the evaluation. Depending on the nature of the work problem, ask for detailed information within each of the following general categories:

(1) Proposed technical approach to the work problem. An analysis of the overall problem presented, all the subsidiary problems it reflects, the sequence in which the problems must be solved, and so on.

(2) Proposed staffing of the work. An enumeration, with supporting education and experience resumes, of the technical personnel who will be assigned to the work. This should reflect any specific personnel requirements spelled out in the Statement of Work (SOW).

(3) An organization chart. In addition to the names and job categories of the proposed contract personnel, this chart should show the relation of the project to the rest of the offeror's organization. In particular, it should reveal the project manager's position in the firm, his/her status, and the origin and the extent of his/her authority and responsibility.

(4) A detailed listing of the facilities that the offeror plans to make available for the contract.

(5) A proposed time schedule for performing the work, the estimated number of staff-hours, and so on.

(6) A history of the firm's experience in related work.

I. Source Evaluation Criteria. Directly related to the supplies or services to be required are the Bureau criteria which will be used to evaluate proposals when received as well as to evaluate the qualifications of the offeror's themselves. The development of meaningful criteria is a critical step in the selection process. Refer to 19 BIAM Supp. 8, Proposal Evaluation and Source Selection, for guidance in this area.

(1) Evaluation criteria are used to assess the technical sufficiency of the proposals received and the area of performance in which competing proposals will be comparatively rated. They consist of those elements in each proposal which must be evaluated to determine a prospective contractor's understanding of the requirement, approach to the task, and so forth.

(2) Evaluation criteria may be either general or specific, depending upon the nature of the requirement and other circumstances of the acquisition. Too many criteria will prove as detrimental to an effective evaluation as will too few. The criteria selected should be concerned with areas of significant differences between proposals, not with the relatively unimportant differences which multiple proposals can be expected to offer. Furthermore, each proposal evaluation criterion should be supported by a narrative description. Among other things, this will help to identify and eliminate overlapping and redundant criteria.

J. Government-Furnished Property. If the contractor's performance will be dependent on a Government report or an item of Government equipment, clearly identify such property in the AR as it cannot be made available unless provided for in the contract. Also, state where the property is located, when it will become available, and for how long it can be made available to the contractor.

(1) If Government-furnished property is not delivered on time or in the proper condition, contract performance can be seriously (and expensively) delayed, and the Government may be liable for the cost. Before specifying any property for delivery to the contractor, therefore, make certain that it will be available when it is needed and that it is in satisfactory condition for its intended use. If the specified property is in the possession of (or is being prepared by) another contractor, identify the contractor, the contract, and the scheduled delivery date. This information is needed by the Contracting Officer to determine the date to be stated in the contract when the report or equipment will actually be made available.

K. Listing of Attachments. All supplementary information (specifications, drawings, reports, and so on) must be attached to and accompany the AR through the Bureau approval flow when the AR is transmitted to the procurement activity. All attachments as well as their identifying numbers, if any, should be listed in the AR. The initiator should also include a source list

of potential contractors who might be responsive to meeting the bureau's needs for a particular contract acquisition.

L. Preproposal Conference. A preproposal conference is sometimes employed to promote uniform interpretation and understanding of the SOW and other provisions of the proposed contract to all prospective contractors. The need for such a conference is determined by the Contracting Officer. When needed, it relates most frequently to technical problems caused by such factors as:

- (1) The complexity of the undertaking.
- (2) The desirability of having prospective contractors visually examine government-owned facilities.
- (3) The need to disseminate background data.
- (4) Exceptional demands on a prospective contractor's capability.
- (5) Unavoidable ambiguities in the SOW.

When such a conference is considered appropriate for these or other reasons, the initiator should make such a recommendation in the AR and give the reasons for it.