

Appendix A Uniform Contract Format

Section 1 General Instructions

A.1.1. Applicability

This appendix establishes requirements for solicitations of offers for products and services, except solicitations using small purchase procedures.

A.1.2. The aim of the solicitation process is to communicate the judiciary's needs to prospective offerors providing for an efficient and fair competition so that the judiciary's needs can be satisfied in a timely fashion and at reasonable costs. Early notice of the judiciary's intent to procure products and services benefits the judiciary by giving potential offerors sufficient time to prepare their offers and exercise their business judgement. The first required step in the process is the issuance of a procurement notice that gives advance notice that offers will be requested. Thereafter, offers and information, are solicited through the issuance of a document called the request for proposal (RFP). RFPs must be prepared using the Uniform Contract Format.

Section 2 Uniform Contract Format

A.2.1. Format

The contract provisions in Parts I, II, and III of the Uniform Contract Format (UCF) will constitute a complete contract except for the prices or costs and fee in Part B. The offeror must fill out Part B when the offer is submitted. Solicitations for basic contracts, as well as solicitations on existing contracts must be in the following order:

Part I – The Schedule

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

Part II - Contract Clauses

Section	Description
I	- Contract Clauses

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

J	- List of Attachments
---	-----------------------

Part IV – Representations and Instructions

K	- Representations and Certifications, and Other Statements of Offerors
L	- Instructions, Conditions, and Notice to Offerors
M	- Evaluation Factors for Award

Once a contract has been awarded, sections A-K of the solicitation will become a part of the basic contract, while sections L & M will not be part of the resulting contract, but will remain in the pre-award documentation.

A.2.2. Contents of the Solicitation

Section A Solicitation/Contract Form Section A contains Standard Form (SF) 33, Solicitation, Offer, and Award which must be used as the cover sheet for the RFP and may constitute Section A of the contract. If an offer from SF 33 leads to further changes, the resulting contract must be prepared as a bilateral document on SF 26, Award/Contract. The most important information in these forms is the time by which the offer must be submitted and the requirement for signature by an authorized representative of the contractor. Standard Forms 26 and 33 may be obtained via the internet at: [http://contacts.gsa.gov/webforms.nsf/\(formslist\)?openform&count=1000&category=Standard+Forms&expandview](http://contacts.gsa.gov/webforms.nsf/(formslist)?openform&count=1000&category=Standard+Forms&expandview). A listing of the forms may be accessed by clicking on standard (SF) forms in the top right portion of the web page, then selecting the SF form number, and then the version for the document.

Section B Products or Services and Prices/Costs Section B gives potential offerors a summary description of the contract requirements and provides a place for offerors to submit their proposed prices. A brief description of the products or services is included; e.g., item number, national stock number/part number if

applicable, nouns, nomenclature, and quantities. This also includes incidental deliverables such as manuals and reports.

Section C Description/Specifications/Statement of Work Section C contains the detailed description of the products to be delivered or the work to be performed under the contract. Any description, specifications, or statement of work needed in addition to Section B will be included

Section D Packaging and Marking Section D provides packaging, packing, preservation, and marking requirements, if any.

Section E Inspection and Acceptance Section E includes inspection, acceptance, quality assurance, and reliability requirements.

Section F Deliveries or Performance Section F specifies the time, place, and method of delivery or performance. Solicitations specifying shipment Free-on-Board (F.o.b.) origin must state that offers will be evaluated on the basis of the proposed price plus proposed transportation costs from point of origin to the designated destination.

Section G Contract Administration Data Section G will include any required accounting and appropriation data and any required contract administration information, such as whether individual task orders will be issued against the contract, or instructions other than those on the solicitation form. It will also include a statement that the offeror must provide the payment address in the offer, if it is different from that shown for the offeror.

Section H Special Contract Requirements Section H contains any special contract requirements that are not in other sections, including clauses that are specially written for the procurement. This section will alert offerors to specially written clauses that must be given close attention.

Section I Contract Clauses Section I contains most of the standard clauses for the proposed contract. The CO must include the clauses required by law and any additional clauses expected to be included in any resulting contract, if these clauses are not required in any other section of the uniform contract format.

Section J List of Attachments Section J contains a list of all attachments and exhibits to the contract are included here. The CO must list the title, date, and number of pages for each attached document, exhibit, and other attachment. Cross-references to material in other sections may be inserted, as appropriate.

Section K Representations, Certifications, and Other Statements of Offerors Section K contains solicitation provisions that require representations, certifications, or the submission of other information by offerors.

Section L Instructions, Conditions, Notices to Offerors Section L contains solicitation provisions and other information and instructions not required elsewhere to guide offerors or respondents in preparing offers or responses to requests for information. Prospective offerors or respondents may be instructed to submit offers or information in a specific format or severable parts to facilitate evaluation. The instructions may specify further organization of offer or response parts, such as:

- (1) administrative;
- (2) management;
- (3) technical;
- (4) past performance; and
- (5) cost or pricing data or information other than cost or pricing data.

Section M Evaluation Factors for Award Section M contains all evaluation factors, including price or cost, and any significant subfactors that will be considered in making award. The CO will include the relative importance of the evaluation factors and subfactors, and their relation to price or cost. Numerical weights or scoring systems, which may be used to rank offers, need not be disclosed in solicitations. Any minimum requirements should be described which may apply to particular evaluation factors or subfactors. Any judiciary costs or charges other than proposed prices to be considered in the evaluation of offers should be identified.