

Guide to Judiciary Policy

Vol 14: Procurement
Ch 1: Overview

Appx 1A: Uniform Contract Format

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§ 1A.100 Applicability

The Uniform Contract Format (UCF) described in this appendix is required for open market solicitations and contract awards over \$100,000. Use of the UCF format for other procurements is optional.

§ 1A.200 UCF Parts and Sections

Request for Proposals (RFP) solicitations issued using the UCF consist of the sections listed below. Once a contract has been awarded, sections A through K become the contract. **Note:** While sections L and M will not be part of the resulting contract, they **must** be retained in the pre award documentation. The contract clauses in Parts I, II, and III constitute a complete contract **except** the pricing information in Section B. The offeror must fill out Section B when the offer is submitted. The following table lists the required parts and sections of a UCF, and shows the order in which the information **must** be incorporated, if there is applicable information for the section.

§ 1A.200 UCF Parts and Sections
Part I – The Schedule
Section A Solicitation/Contract Form
Section B Products or Services and Prices/Costs
Section C Description/Specifications/Statement of Work
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 and Certifications, and Other Statements of Offerors
Section L Instructions, Conditions, and Notice to Offerors
Section M Evaluation Factors for Award

§ 1A.300 Contents of the Solicitation/Contract

The following table outlines the contents of each section of the Uniform Contract Format.

§ 1A.300 Contents of the Solicitation/Contract		
Section	Title	Description
A	Solicitation/ Contract Form	Section A is comprised of the SF 33, Solicitation, Offer and Award, used as the cover sheet for the RFP. A bilateral contract may be awarded without discussions simply by the additional signature of the Contracting Officer. If discussions are held and Best and Final Offers requested, the resulting bilateral contract must be prepared using the SF 26, Award/Contract for Section A. The contractor should always be requested to sign the SF26 prior to execution by the Contracting Officer. The most important information in the SF 33 for solicitation purposes is the time by which offers must be submitted and the requirement for signature by an authorized representative of the contractor.

§ 1A.300 Contents of the Solicitation/Contract		
Section	Title	Description
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. Include a brief description of the products or services, e.g., item number, national stock number/part number, if applicable, and quantities. Alternatively, Section B of a solicitation may direct offerors to enter their pricing information in a spreadsheet provided for that purpose.
C	Description/ Specifications/ Statement of Work	Section C contains a detailed description of the products to be delivered or the work to be performed under the contract. Include any details needed beyond the information provided in Section B for competing offerors to develop accurate pricing proposals.
D	Packaging and Marking	Section D provides packaging, packing, preservation, and marking requirements, if any.
E	Inspection and Acceptance	Section E includes inspection, acceptance, quality assurance, and reliability requirements.
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.
G	Contract Administration Data	Section G includes any required contract administration information, such as whether individual task orders will be issued against the contract, special invoicing instructions, or payment instructions if payment is to be made to an address other than that shown on the SF-33.
H	Special Contract Requirements	Section H contains any special contract requirements, e.g., security requirements, that are not in other sections, including clauses that are specially written for the specific solicitation or contract. This section will alert offerors to specially written clauses that must be given close attention.

§ 1A.300 Contents of the Solicitation/Contract		
Section	Title	Description
I	Contract Clauses	Section I contains most of the standard clauses for the proposed contract, including the clauses required by law or by the Guide and any additional clauses expected to apply to any resulting contract, if these clauses are not required to be included in any other section of the UCF. See: Appx 1C (Matrix of Solicitation Provisions and Clauses (Including Key)).
J	List of Attachments	Section J contains a list of any applicable attachments and exhibits to the contract, including the title, date, and number of pages for each attachment listed.
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.
L	Instructions, Conditions, Notices to Offerors	Section L contains solicitation provisions and other information and instructions not required elsewhere to guide offerors in preparing offers, such as instructions to submit offers in a specific format or severable parts to facilitate evaluation. The instructions may specify further organization of offer parts, such as: <ul style="list-style-type: none"> (a) administrative; (b) management; (c) technical; (d) past performance; and (e) detailed cost information.
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. 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. Any minimum requirements which may apply to particular evaluation factors or subfactors must be described. Any judiciary costs or charges other than proposed prices to be considered in the evaluation of offers must be identified.