

officer from complying with other FAR requirements. Letter RFPs should be as complete as possible and, at a minimum, should contain the following:

- (1) RFP number and date;
- (2) Name, address (including electronic address and facsimile address, if appropriate), and telephone number of the contracting officer;
- (3) Type of contract contemplated;
- (4) Quantity, description, and required delivery dates for the item;
- (5) Applicable certifications and representations;
- (6) Anticipated contract terms and conditions;
- (7) Instructions to offerors and evaluation criteria for other than sole source actions;
- (8) Proposal due date and time; and
- (9) Other relevant information; e.g., incentives, variations in delivery schedule, cost proposal support, and data requirements.

(f) Oral RFPs are authorized when processing a written solicitation would delay the acquisition of supplies or services to the detriment of the Government and a notice is not required under 5.202 (e.g., perishable items and support of contingency operations or other emergency situations). Use of an oral RFP does not relieve the contracting officer from complying with other FAR requirements.

(1) The contract files supporting oral solicitations should include—

- (i) A description of the requirement;
  - (ii) Rationale for use of an oral solicitation;
  - (iii) Sources solicited, including the date, time, name of individuals contacted, and prices offered; and
  - (iv) The solicitation number provided to the prospective offerors.
- (2) The information furnished to potential offerors under oral solicitations should include appropriate items from paragraph (e) of this section.

**15.204 Contract format.**

The use of a uniform contract format facilitates preparation of the solicitation and contract as well as reference to, and use of, those documents by offerors, contractors, and contract administrators. The uniform contract format need not be used for the following:

- (a) Construction and architect-engineer contracts (see part 36).
- (b) Subsistence contracts.
- (c) Supplies or services contracts requiring special contract formats prescribed elsewhere in this part that are inconsistent with the uniform format.
- (d) Letter requests for proposals (see 15.203(e)).
- (e) Contracts exempted by the agency head or designee.

**15.204-1 Uniform contract format.**

(a) Contracting officers shall prepare solicitations and resulting contracts using the uniform contract format outlined in Table 15-1 of this subsection.

(b) Solicitations using the uniform contract format shall include Parts I, II, III, and IV (see 15.204-2 through 15.204-5). Upon award, contracting officers shall not physically include Part IV in the resulting contract, but shall retain it in the contract file. Section K shall be incorporated by reference in the contract.

TABLE 15-1—UNIFORM CONTRACT FORMAT

Section	Title
<b>Part I—The Schedule</b>	
A .....	Solicitation/contract form.
B .....	Supplies 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.
<b>Part II—Contract Clauses</b>	
I .....	Contract clauses.
<b>Part III—List of Documents, Exhibits, and Other Attachments</b>	
J .....	List of attachments.
<b>Part IV—Representations and Instructions</b>	
K .....	Representations, certifications, and other statements of offerors or respondents.
L .....	Instructions, conditions, and notices to offerors or respondents.
M .....	Evaluation factors for award.

**15.204-2 Part I—The Schedule.**

The contracting officer shall prepare the contract Schedule as follows:

- (a) *Section A, Solicitation/contract form.*
  - (1) Optional Form (OF) 308, Solicitation and Offer-Negotiated Acquisition, or Standard Form (SF) 33, Solicitation,