

## 14.201-9 Simplified contract format.

*Policy.* For firm-fixed-price or fixed-price with economic price adjustment *acquisitions of supplies* and services, the *contracting officer* may use the simplified contract format in lieu of the uniform contract format (see [14.201-1](#)). The *contracting officer* has flexibility in preparation and organization of the simplified contract format. However, the following format *should* be used to the maximum practical extent:

(a) *Solicitation/contract form.* Standard Form (SF) 1447, Solicitation/Contract, shall be used as the first page of the *solicitation*.

(b) *Contract schedule.* Include the following for each *line item*:

(1) *Line item number.*

(2) Description of *supplies* or services, or data sufficient to identify the requirement.

(3) Quantity and unit of issue.

(4) Unit price and amount.

(5) Packaging and marking requirements.

(6) *Inspection* and acceptance, quality assurance, and reliability requirements.

(7) Place of delivery, performance and delivery dates, period of performance, and f.o.b. point.

(8) Other item-peculiar information as necessary (*e.g.*, individual fund citations).

(c) *Clauses.* Include the clauses required by this regulation. Additional clauses *shall* be incorporated only when considered absolutely necessary to the particular *acquisition*.

(d) *List of documents and attachments.* Include if necessary.

(e) Representations and instructions-

(1) *Representations and certifications.* Insert those *solicitation* provisions that require representations, certifications, or the submission of other information by *offerors*.

(2) *Instructions, conditions, and notices.* Include the *solicitation* provisions required by [14.201-6](#). Include any other information/instructions necessary to guide *offerors*.

(3) *Evaluation factors for award.* Insert all evaluation factors and any significant subfactors for award.

(4) Upon award, the *contracting officer* need not physically include the provisions in paragraphs (e)(1), (2), and (3) of this subsection in the resulting contract, but *shall* retain them in the contract file. Award by acceptance of a bid on the award portion of [SF 1447](#) incorporates the representations, certifications, and other statements of bidders in the resultant contract even though not physically attached.

**Parent topic:** [14.201 Preparation of invitations for bids.](#)