15.203 Requests for proposals.

(a) Requests for proposals (RFPs) are used in negotiated *acquisitions* to communicate Government requirements to prospective contractors and to solicit proposals. RFPs for competitive *acquisitions* *shall*, at a minimum, describe the-

(1) Government's requirement;

(2) Anticipated terms and conditions that will apply to the contract. The *solicitation may* authorize *offerors* to propose alternative terms and conditions. If the *solicitation* permits *offerors* to submit one or more additional proposals with alternative *line items* (see 52.204-22 or 52.212-1(e)), the evaluation approach *should* consider the potential impact of the alternative *line items* on other terms and conditions or the requirement (*e.g.*, place of performance or payment and funding requirements) (see 15.206);

(3) Information required to be in the *offeror*'s proposal; and

(4) Factors and significant subfactors that will be used to evaluate the proposal and their relative importance.

(b) An RFP *may* be issued for OMB CircularA-76 studies. See subpart 7.3 for additional information regarding cost comparisons between Government and contractor performance.

(c) *Electronic commerce may* be used to issue RFPs and to receive proposals, modifications, and revisions. In this case, the RFP *shall* specify the *electronic commerce* method(s) that *offerors may* use (see subpart 4.5).

(d) *Contracting officers may* issue RFPs and/or authorize receipt of proposals, modifications, or revisions by facsimile.

(1) In deciding whether or not to use facsimiles, the *contracting officer should* consider factors such as-

(i) Anticipated proposal size and volume;

(ii) Urgency of the requirement;

(iii) Availability and suitability of *electronic commerce* methods; and

(iv) Adequacy of administrative procedures and controls for receiving, identifying, recording, and safeguarding facsimile proposals, and ensuring their timely delivery to the designated proposal delivery location.

(2) If facsimile proposals are authorized, *contracting officers may* request *offeror*(s) to provide the complete, original signed proposal at a later date.

(e) Letter RFPs *may* be used in *sole source acquisitions* and other appropriate circumstances. Use of a letter RFP does not relieve the *contracting 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.

Parent topic: Subpart 15.2 - Solicitation and Receipt of Proposals and Information