

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, Offer and Award*, may be used to prepare RFPs.

(2) When other than OF 308 or SF 33 is used, include the following information on the first page of the *solicitation*:

(i) Name, address, and location of issuing activity, including room and building where proposals or information *must* be submitted.

(ii) *Solicitation* number.

(iii) Date of issuance.

(iv) Closing date and time.

(v) Number of pages.

(vi) Requisition or other purchase authority.

(vii) Brief description of item or service.

(viii) Requirement for the *offeror* to provide its name and complete address, including street, city, county, state, and ZIP code, and electronic address (including facsimile address), if appropriate.

(ix) *Offer* expiration date.

(b) *Section B, Supplies or services and prices/costs*. Include a brief description of the *supplies* or services; *e.g.*, item number, national stock number/part number if applicable, nouns, nomenclature, and quantities. (This includes incidental deliverables such as manuals and reports.)

(c) *Section C, Description/specifications/statement of work*. Include any description or specifications needed in addition to Section B (see part 11, Describing Agency Needs).

(d) *Section D, Packaging and marking*. Provide packaging, packing, preservation, and marking requirements, if any.

(e) *Section E, Inspection and acceptance*. Include *inspection*, acceptance, quality assurance, and reliability requirements (see part 46, Quality Assurance).

(f) *Section F, Deliveries or performance*. Specify the requirements for time, place, and method of delivery or performance (see subpart 11.4, Delivery or Performance Schedules, and 47.301-1).

(g) *Section G, Contract administration data*. Include any required accounting and appropriation data and any required contract administration information or instructions other than those on the *solicitation* form. Include a statement that the *offeror should* include the payment address in the

proposal, if it is different from that shown for the *offeror*.

(h) *Section H, Special contract requirements*. Include a clear statement of any special contract requirements that are not included in Section I, *Contract clauses*, or in other sections of the uniform contract format.

Parent topic: [15.204 Contract format](#).