

# 15.204-5 Part IV-Representations and Instructions.

The contracting officer shall prepare the representations and instructions as follows:

(a) *Section K, Representations, certifications, and other statements of offerors.* Include in this section those solicitation provisions that require representations, certifications, or the submission of other information by offerors.

(b) *Section L, Instructions, conditions, and notices to offerors or respondents.* Insert in this section solicitation provisions and other information and instructions not required elsewhere to guide offerors or respondents in preparing proposals or responses to requests for information. Prospective offerors or respondents may be instructed to submit proposals or information in a specific format or severable parts to facilitate evaluation. The instructions may specify further organization of proposal or response parts, such as-

- (1) Administrative;
- (2) Management;
- (3) Technical;
- (4) Past performance; and

(5) Certified cost or pricing data (see Table 15-2 of [15.408](#)) or data other than certified cost or pricing data.

(c) *Section M, Evaluation factors for award.* Identify all significant factors and any significant subfactors that will be considered in awarding the contract and their relative importance (see [15.304](#)(d)). The contracting officer shall insert one of the phrases in [15.304](#)(e).

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