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 <u>subpart 7.3</u> 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 <u>subpart 4.5</u>).
- (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