17.804 Procedures.

(a) When considering the use of a *reverse auction service provider*, the *contracting officer shall*—

(1) Conduct *market research* for available sources of *reverse auction* services (*e.g.,* existing agency contracts or agreements, *commercial service* providers, or Government service providers);

(2) Evaluate the fee structure for each *reverse auction service provider*; and

(3) Document the contract file that the use of a *reverse auction service provider* is cost effective.

(b) When conducting a *reverse auction*, the *contracting officer shall*—

(1) Not disclose the identity of the *offeror*(s) except for the awardee's identity subsequent to an award resulting from the auction (see 3.104-4(a) and (e)(1));

(2) Allow *offerors* the opportunity to continually revise their prices downward during the *reverse auction* until the close of the auction; and

(3) Allow an *offeror* to withdraw an *offer* from further consideration prior to the close of an auction.

(c) When using the services of a *reverse auction service provider*, *contracting officers shall*—

(1) Include contact information, including *contracting officer* name and email address, in the synopsis and *solicitation* that will allow *offerors* to contact the *contracting officer* directly with any questions;

(2) Upon receipt of a successful *offer*, verify that any provider fees or charges included in the price are in accordance with the provider's fee structure, as evaluated in accordance with paragraph (a)(2) of this section; and

(3) Include in the contract file any information and/or documentation received by the *reverse auction service provider* from *offerors* responding to the *reverse auction*.

(d) If only one *offeror* participates in an auction, the *contracting officer may*—

(1) Cancel the auction and document the contract file with evidence of the participation of only one *offeror*; or

(2) Accept the *offer*, only if the price is determined to be fair and reasonable (see 13.106-3(a)(2) and 15.404-1).

Parent topic: Subpart 17.8 - Reverse Auctions