

14.408-1 General.

(a) The *contracting officer shall* make a contract award (1) by written or electronic notice, (2) within the time for acceptance specified in the bid or an extension (see [14.404-1\(d\)](#)), and (3) to that responsible bidder whose bid, conforming to the invitation, will be most advantageous to the Government, considering only price and the price-related factors (see [14.201-8](#)) included in the invitation. Award *shall* not be made until all required approvals have been obtained and the award otherwise conforms with [14.103-2](#).

(b) If less than three bids have been received, the *contracting officer shall* examine the situation to ascertain the reasons for the small number of responses. Award *shall* be made notwithstanding the limited number of bids. However, the *contracting officer shall* initiate, if appropriate, corrective action to increase competition in future *solicitations* for the same or similar items, and include a notation of such action in the records of the invitation for bids (see [14.204](#)).

(c)

(1) Award *shall* be made by mailing or otherwise furnishing a properly executed award document to the successful bidder.

(2) When a notice of award is issued, it *shall* be followed as soon as possible by the formal award.

(3) When more than one award results from any single invitation for bids, separate award documents *shall* be suitably numbered and executed.

(4) When an award is made to a bidder for less than all of the items that *may* be awarded to that bidder and additional items are being withheld for subsequent award, the award *shall* state that the Government *may* make subsequent awards on those additional items within the bid acceptance period.

(5) All provisions of the invitation for bids, including any acceptable additions or changes made by a bidder in the bid, *shall* be clearly and accurately set forth (either expressly or by reference) in the award document. The award is an acceptance of the bid, and the bid and the award constitute the contract.

(d)

(1) Award is generally made by using the Award portion of [Standard Form \(SF\) 33](#), *Solicitation, Offer, and Award*, or [SF 1447](#), *Solicitation/Contract* (see [53.214](#)). If an *offer* from a [SF 33](#) leads to further changes, the resulting contract *shall* be prepared as a bilateral document on [SF 26](#), *Award/Contract*.

(2) Use of the Award portion of [SF 33](#), [SF 26](#), or [SF 1447](#), does not preclude the additional use of informal documents, including electronic transmissions, as notices of awards.

Parent topic: [14.408 Award](#).