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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 15.408 Solicitation provisions and contract clauses. 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.