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# Proposal Requirements and Preparation Instructions

## Introduction

Proposal preparation instructions are set forth in the solicitation. These instructions tell the offerors what information to submit to the Government for evaluation and give specific details of how the information should be submitted. It is important that you adhere to the instructions!

## Solicitation Forms

There are different forms used in the federal government acquisition process. The Standard Form 33 (SF33), *Solicitation, Offer and Award*, is used in soliciting bids and awarding contracts that result from the bids, and with the solicitation for proposals and award of negotiated contracts. The Standard Form 1449 (SF1449), *Solicitation/Contract/Order for Commercial Items*, is used in soliciting bids and awarding negotiated contracts for commercial items.

## Understanding The Solicitation Form

Although the majority of the solicitations will result in contracts under \$25,000 and the format will be simpler, here is a method to use to read through a solicitation properly. The example given, the SF33, is a government form that you will see on many contracts greater than \$25,000.

### Block 1—*This indicates if the contract is a rated order:*

A rated contract, i.e., order, is one that has a specific classification for how “hot” the item on contract is. (See Defense Priorities and Allocations System.)

Tip: **Page 1 of ##** : Check page numbers to see if there are any missing. If Yes, call immediately since you can not submit a good bid/offer if there is a page or section missing. These types of errors may occur and it is **up to you** to catch them.

### Block 2—*Contract Number*

This is the block that will contain the number assigned by the buying activity at the time of contract award. The number looks the same as the one in Block 3, the Solicitation Number, but it will have a “C” instead of an “R” or “Q” in the number.

### Block 3—*Solicitation Number*

This is the number that is used to identify the solicitation. It is assigned by the buying activity before issuing.

### Block 4—*Type of Solicitation*

This block will identify if this is a Sealed Bid/Invitation for Bid (IFB) or a Request for Proposal (RFP).

### Block 5—*Date Issued*

This is the date that this solicitation “hit the street” and became a live requirement.

### Block 6—*Requisition/Purchase Number*

This is an internal document number used to track the item or service to be purchased. This is the original number for that “need.” There might be multiple requisition numbers included in a solicitation. Look at it as a document control number, generated by the people that need the item(s) being bought.

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## Proposal Requirements and Preparation Instructions, Continued

### Block 7—*Issued by*

This block identifies the buying office that is issuing the solicitation and awarding the contract.

Note: You might be dealing with a buying office that is located very far from the actual end user.

### Block 8—*Address offer to*

This block will give you the address of where to send the offer. It is usually the same as the issuing office in Block 7.

### Block 9—*Additional info*

This block will tell you the number of additional copies of the offer needed. It tells you where to bring the offer if you choose to hand carry it. This block will also tell you when you need to get the bid in, “time and date.”

Tip: If the solicitation requires that a bid be there at 10:00 p.m. on Thursday the 25th day of July, and it shows up at 10:01 p.m., it can be considered nonresponsive and not be considered! It is your responsibility to have your bid there on time and on the right date... the bidder has the responsibility to communicate the bid to the correct person, at the correct address, at the proper time, which is no later than the end of the minute specified for bid opening.

### Block 10—*For information call*

(a) of this block identifies the person that you will contact for information on this specific bid/proposal. Section (b) the person's phone number, and (c) their e-mail address, if given.

### Block 11—*Table of Contents*

This area will tell you what Sections apply to this solicitation and on what page the section begins. The sections that apply will have an "x" in the first column.

Tip: Check out Section M: “Evaluation Factors for Award.” It will tell you what and how they will evaluate/weight factors for award. If you are deficient in a certain area, fix or correct it *before* you send in the solicitation.

### Block 12—*Acceptance Period*

This block will give you the opportunity to mark how long this bid is good for. If you don't put in a specific number, it will default to 60 days.

Tip: If you put in too long an acceptance period, you should protect yourself from price increases from your suppliers. Be competitive but watch your limits.

### Block 13—*Discounts for Prompt Payment*

This block is where you will put the size of the discount, if any, that you will give the government if they pay PROMPTLY. Don't feel obligated to offer one just because you are dealing with the government. It is not used in evaluating the offers.

Tip: The Government passed the Prompt Payment Act in the mid 1980's. The Act states that the Government **MUST** pay you within 30 days, if you are a small business, and if you completed your invoice properly.

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## Proposal Requirements and Preparation Instructions, Continued

### Block 14—*Acknowledgements of Amendments*

In this block you will let the buyer know that you have received all the amendments that they sent out. If they mailed out four and you only list three, they can throw out your bid as non-responsive, if the omitted amendment impacts on the material aspects of the solicitation.

### Block 15a—*Name and Address of offeror*

This is where you put your company name, address and in the little box marked “code” your Cage Code, and if you have one, a “facility code.” This is the code to identify where the item(s) will be produced if different from the CAGE code.

### Block 15b—*Telephone number*

Your telephone number.

### Block 15c—*Remittance address*

If there is a different address for the government to send the check for payment, mark this box and on the schedule list the address. (incidentally, the government now pays only by electronic fund transfer EFT).

### Block 16—*Name and Title of Person Authorized to sign offer*

This is the block where you put the name and title of the person that is “authorized” to sign offers for your company. Please don’t have someone sign the offer if they are not listed in CCR (Central Contractor Registration) as the “authorized signor.” You can and will lose if you do this.

### Block 17—*Signature*

This is where the authorized person signs the offer.

Tip: More offers have been rejected for no signature than you can believe. Don’t forget to “sign the offer”!!

### Block 18—*Offer Date*

This is the date you signed the offer.

### **Award (to be completed by the Government)**

Tip: If the SF33 comes back in the mail and the following information is filled out, you won the contract! Don’t put it in your briefcase and forget about it. Start working on it...you are now a Prime Contractor!

### Block 19—*Accepted as to items numbered*

This will be the contract line item numbers that you have been awarded.

### Block 20—*Amount*

This is the dollar amount of the contract.

### Block 21—*Accounting and Appropriation*

This is agency information that will tell them what accounts and appropriation covers this purchase.

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## Proposal Requirements and Preparation Instructions, Continued

### Block 22—*Authority for Using Other Than Full and Open Competition*

The Government fills this in, don't worry about it.

### Block 23—*Submit invoice to address shown in*

*Item: ##*

### Block 24—*Administered by*

This is the office that will administer the contract (ACO), which might be different from the buying office (PCO).

### Block 25—*Payment will be made by*

This is the paying office, where your money is coming from.

### Block 26—*Name of the Contracting Officer*

This is the typed name of the Procurement Contracting Officer (PCO). You will see this person's name only if you win the contract.

### Block 27—*United States of America*

This is the block where the PCO will sign their name. This makes you a prime contractor who now has an active Government Contract.

### Block 28: *Award Date*

The actual date of the award. The date the PCO signed the contract.

### Some Terms on Solicitations

The following are terms used on solicitations:

- FOB Destination—Shipping costs to cover freight to destination in unit price.
- FOB Origin—Shipping costs prepaid and added to bill later – not in unit price.
- Fast Pay—Payment made based on receipt of invoice (see Contract Administration).
- Non-Fast Pay—Payment made based on receipt of a signed DD Form 250, *Material Inspection and Receiving Report*, after Government acceptance. Payment will not be made until a completed DD Form 250 is received by the Government. The form shall reflect that a duly authorized Government representative has inspected and accepted the supplies or has otherwise authorized acceptance.
- Inspection and Acceptance—When *Origin Inspection and Acceptance* is specified, inspection will be made at the point of shipment. The DD Form 250 shall reflect the signature of a Government Quality Assurance Representative (QAR).

When *Destination Inspection and Acceptance* is specified, inspection will be made at point of receipt. The DD Form 250 shall reflect the signature of the Government consignee's representative.

When *Origin Inspection and Destination Acceptance* is specified in the award, the DD Form 250 shall reflect the signatures of both the Government QAR and the Government consignee's representative.