

## Procurement & Property Division Policy Memorandum

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| Subject: Cancellation of Invitations for Bids and Conversion from Sealed Bidding to Negotiation Procedures |   | Number:<br>14-01      |
| Distribution:<br>ARS: PAO's<br>PPD<br>FD   | Date:<br>July 9, 1996<br>Revised:<br>December 7, 2001 | This Replaces:<br>N/A |

### Background

In concert with the National Performance Review, ARS Directive 212.6, Conversion from Sealed Bid to Negotiation Procedures, was canceled because FAR 14.404-1 and AGAR 414.404-1, provide regulatory requirements for cancellation of Invitations for Bids (IFB's) and conversion to negotiation procedures. This memorandum provides information concerning submission of the action to the Head of the Contracting Activity Designee (HCAD).

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### Policy Guidance

Requests for approval of such actions by the HCAD (Director, Procurement and Property Division (PPD)) should be signed by the Director, Facilities Division, Area PAO, or PPD Branch Chief and must include the information shown in the sample submission format in Enclosure 1 if requesting approval to cancel an IFB, or Enclosure 2 if also requesting approval to convert from sealed bidding to negotiation procedures.

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### Action Required by REE Contracting Officers

Ensure that the criteria included in FAR 14.404-1 are addressed and that all other information included in the enclosed samples is submitted to the HCAD for each proposed IFB cancellation and request for conversion from sealed bid to negotiation.

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### PPD Point of Contact

Policy Branch, 301-504-1725.

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### Approved:

\_\_\_\_\_/s/\_\_\_\_\_  
Richard G. Irwin, Director  
Procurement and Property Division

2 Enclosures

MEMORANDUM

SUBJECT: Cancellation of Invitation for Bids No.

TO: Director  
Procurement and Property Division

FROM: Director, FD/PAO/PPD Branch Chief

In accordance with FAR 14.404-1 and AGAR 414.404-1, we are requesting approval to cancel an Invitation for Bid (IFB). Accordingly, we are providing the following information for you to consider in making your determination:

- a. **DESCRIPTION OF SUPPLIES/SERVICES:**
- b. **LOCATION REQUIRING SUPPLIES/SERVICES:**
- c. **DATE COMMERCE BUSINESS DAILY (CBD) SYNOPSIS PUBLISHED:**
- d. **RESULTS OF CBD SYNOPSIS:**
- e. **DATE IFB ISSUED:**
- f. **AMENDMENTS:**
- g. **BID OPENING DATE:**
- h. **BID ACCEPTANCE PERIOD:**
- i. **BIDDERS:**
- j. **BID PRICES:**
- k. **REASON FOR CANCELLATION: Provide a narrative as to which reason cited in FAR 14.404-1(c)(1 - 10) applies.**

**NOTE:**

- a. If the IFB has been canceled for the reasons specified in subparagraphs 14.404-1 (c)(6), (7) or (8), and the HCAD has authorized, as shown in enclosure (2), the completion of the acquisition through negotiation, the Contracting Officer (CO) shall proceed in accordance with FAR 15.103.
- b. If the IFB has been canceled for the reasons specified in FAR 14.404-1(c)(1), (2), (4), (5) or (10) or for the reasons in (c)(6), (7) or (8), and completion through negotiation is not authorized by the HCAD, the CO shall proceed with a new acquisition.

**1. CO'S RECOMMENDATION TO CANCEL THE INVITATION FOR BIDS AND CERTIFICATION AS TO THE ACCURACY OF THE JUSTIFICATION:**

**HCAD DETERMINATION**

In accordance with FAR 14.404-1 and AGAR 414.404-1, I hereby determine that the above cited IFB may be canceled based on the information presented above.

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Head of the Contracting Activity Designee

MEMORANDUM

SUBJECT: Cancellation of Invitations for Bids and  
Conversion to Negotiation Procedures, IFB No.

TO: Director  
Procurement and Property Division

FROM: Director, FD/PAO/PPD Branch Chief

In accordance with FAR 14.404-1 and AGAR 414.404-1, we are requesting approval to cancel an Invitation for Bids (IFB) and convert from sealed bidding to negotiation procedures. Accordingly, we are providing the following information for you to consider in making your determination:

- a. **DESCRIPTION OF SUPPLIES/SERVICES:**
- b. **LOCATION REQUIRING SUPPLIES/SERVICES:**
- c. **DATE COMMERCE BUSINESS DAILY (CBD) SYNOPSIS PUBLISHED:**
- d. **RESULTS OF CBD SYNOPSIS:**
- e. **DATE IFB ISSUED:**
- f. **AMENDMENTS:**
- g. **BID OPENING DATE:**
- h. **BID ACCEPTANCE PERIOD:**
- i. **BIDDERS:**
- j. **BID PRICES:**
- k. **REASON FOR CANCELLATION: An invitation for bids can be converted from sealed bidding to negotiation procedures only if the reasons cited in FAR 14.404-1(c)(6), (1) or (8) apply. A narrative is to be provided as to how the cited reason applies.**

1. **CONTRACTING OFFICER'S RECOMMENDATION TO CANCEL THE INVITATION FOR BID AND CONVERT TO NEGOTIATION PROCEDURES AND CERTIFICATION AS TO THE ACCURACY OF THE JUSTIFICATION:**

**HCAD DETERMINATION**

In accordance with FAR 14.404-1 and AGAR 414.404- 1, I hereby determine that the above cited IFB may be cancelled based on the information presented and authorize the completion of the acquisition by negotiation.

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Head of the Contracting Activity Designee