

The image features a large, light gray watermark of the USAID seal in the background. The seal is circular and contains the text "UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT" around the perimeter. In the center of the seal is a shield with a map of the United States, and the word "USAID" is written in a large, bold, sans-serif font across the middle of the shield.

USAID

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TITLE: CIB 91-8 Preparation and Transmittal of CBD Synopses

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

February 15, 1991

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC
FROM: DAA/MS, John F. Owens, Procurement Executive
SUBJECT: Preparation and Transmittal of CBD Synopses

CONTRACT INFORMATION BULLETIN 91-8

This CIB revises the A.I.D. procedures for preparing and transmitting Commerce Business Daily (CBD) synopses that are contained in CIB 90-11, as follows:

1. The September, 1989 CBD Guide for the Preparation and Submission of Synopses, which is an attachment to CIB 90-11, is superseded by the January, 1991 edition, which is attached hereto.

NOTES: A. New, mandatory classification codes for services and for supplies and equipment are incorporated on pages 11-15 of this guide.

B. A.I.D. procedures in CIB 90-11 take precedence over the synopsis submission instructions that are listed on page 10 of the guide.

2. A listing of the current numbered notes, which are to be used as footnotes in the text of CBD synopses, is also attached. (Ref page 9 of the guide.)

3. The requirement for submitting CBD synopses for OSDBU review when procurements are in excess of \$100,000 and they are funded by Development Assistance or Development Fund for Africa funds for FY-1990 also applies to the synopsis of such FY-1991-funded procurements. (Ref paragraphs 8 and 9 of CIB 90-11.)

Except as noted above, the procedures in CIB 90-11 remain as stated.

Attachments: a/s

COMMERCE

A daily list of government procurement invitations, contract awards, and sales of surplus property.

BUSINESS DAILY

GUIDE FOR THE PREPARATION
AND SUBMISSION
OF SYNOPSES

- o See page 11 for New Classification Codes
- o See page 15 for Publication Date Service

January 1991

INTRODUCTION

The purpose of this guide is to help you prepare and submit synopses of contract actions to the Commerce Business Daily (CBD). The CBD publishes the following types of procurement information:

- o Proposed Contract Actions
- o Contract Awards
- o Sources Sought Notices
- o Sales of Surplus Property

A new edition of the CBD is issued every business day. Each edition contains approximately 1,000 announcements. Each announcement appears in the CBD only once.

PREPARATION OF NOTICES TO THE CBD

FORMAT (from FAR 5.207)

1. Action Code A single alphabetic character identifying the type of action for the synopsis. The choices are only the following:

P = Presolicitation Notice
A = Award Notice
M = Modification to a Previous Presolicitation

Notice

R = Sources Sought Notice
(If none of the standard action codes apply enter

"N/A").

2. Date Month and day synopsis is submitted. Insert four digits for this item, two digits for the month and two digits for the day (MMDD).

3. Year Year synopsis is submitted. Insert two digits for the year (1989 will be 89).

4. FIPS Number Your organization's code number. For additional information see FIPS Publication 95 issued by the National Institute of Standards and Technology. Insert "N/A" if the FIPS Number is not available.
5. Zip Code The Contracting Office's Zip Code.
6. Classification Select the correct service or supply that the Code synopsis should be listed under. Insert either one alphabetic code or a two digit code.
7. Office Address The complete address of the contracting office.
8. Subject Insert the classification code from item 6, two hyphens, and a brief title description of the synopsis.
9. Solicitation Your organization's reference number for the Number synopsis.
10. Response Date The deadline for the receipt of bids. Insert a six digit date (March 1, 1989 should be 030189). Insert "N/A" if a definite response date has not been established and insert narrative information in format item number 17 (Description).
11. Contact The names and phone numbers of officials to Points contact in regard to this synopsis.
12. Contract For awards only, your organization's reference Award Number number.
13. Contract Award For awards only, the value of the contract. Also, Dollar Amount insert a "\$" before the digits.
14. Contract Line For awards only, when appropriate, list the Item Number contract's appropriate line item number.
15. Contract Award For awards only, insert a six digit (May 25, 1988 Date should be 052588).
16. Contractor For awards only, the name and address of the awardee.
17. Description The narrative description of the procurement action. Always use grammatically correct capitalization in this item. Never insert the narrative in all upper case. (Insert "N/A" for all award entries).

SAMPLE PRESOLICITATION NOTICE TO THE CBD

1. P!!
2. 0521!!
3. 88!!
4. 1300!!
6. 15!!
7. Department of the Army Air Corps, Wright Field, Building Number 2,
Dayton, Ohio 20230!!
8. 15--Jet Plane!!
9. 1234!!
11. Contact Point, Capt. Yeager, 202/377-4321, Contracting Officer,
Capt. Smith, 202/377-5432.!!
12. N/A!!
13. N/A!!
14. N/A!!
15. N/A!!
16. N/A!!
17. The Army Air Corps requires one jet capable of breaking the sound
barrier. All responsible sources may submit an offer. No telephone
requests for the solicitation package will be accepted. See Numbered
Note 22.*****

HOW THIS PRESOLICITATION NOTICE
WILL APPEAR IN THE CBD:

Department of the Army Air Corps, Wright Air Field, Building
Number 2, Dayton, Ohio 20230

15--Jet Plane SOL 1234 DUE 010189 Contact Point, Capt. Yeager,
202/377-4321, Contracting Officer, Capt. Smith, 202/377-5432. The Army
Air Corps requires one jet capable of breaking the sound barrier. All
responsible sources may submit an offer. No telephone requests for
solicitation package will be accepted. See Numbered Note 22.

SAMPLE MODIFICATION NOTICE TO THE CBD

1. M!!
2. 0521!!
3. 88!!
4. 1300!!
5. 20230!!
6. 15!!
7. Department of the Army Air Corps, Wright Field, Building Number 2,
Dayton, Ohio 20230!!
8. 15--Jet Plane!!
9. 1234!!
10. 010189!!
11. Contact Point, Capt. Yeager, 202/377-4321, Contracting Officer,
Capt. Smith 202/377-5432!!
12. N/A!!
13. N/A!!
14. N/A!!
15. N/A!!
16. N/A!!
17. Correction: This action originally publicized in the CBD dated
5/15/88, is not a sole source contract and Numbered Note 22 does not
apply. All other information publicized in the original synopsis is
correct.*****

HOW THIS MODIFICATION NOTICE
WILL APPEAR IN THE CBD:

Department of the Army Air Corps, Wright Air Field, Building
Number 2, Dayton, Ohio 20230

15)--Jet Plane SOL 1234 DUE 010189 Contact Point, Capt. Yeager,
202/377-4321, Contracting Officer, Capt. Smith, 202/377-5432.
Correction: This action originally publicized in the CBD dated
5/15/88, is not a sole source contract and Numbered Note 22 does not
apply. All other information publicized in the original synopsis is
correct.

SAMPLE AWARD NOTICE
TO THE CBD

1. A!!
2. 0912!!
3. 88!!
4. 1300!!
5. 20230!!
6. 15!!
7. Department of the Army Air Corps, Wright Field, Building Number 2,
Dayton, Ohio 20230!!
8. 15--Jet Plant!!
9. N/A!!
10. N/A!!
11. Contact Point, Capt. Yeager, 202/377-4321, Contracting Officer,
Capt. Smith, 202/377-5432!!
12. Award No. 666!!
13. \$26,321,231!!
14. N/A!!
15. 010289!!
16. Bell Labs Inc., 123 Niagara Falls Blvd, Buffalo, NY 13224!!
17. N/A*****

HOW THIS AWARD NOTICE
WILL APPEAR IN THE CBD:

Department of the Army Air Corps, Wright Air Field, Building
Number 2, Dayton, Ohio 20230.

15--Jet Plane Contact Point, Capt. Yeager, 202/377-4321. Contracting
Officer, Capt. Smith, 202/377-5432 Award No. 666 \$26,321,231 DATED:
010289 To: Bell Labs Inc., 123 Niagara Falls Blvd, Buffalo, NY 13224

SPECIAL CBD
FORMAT INSTRUCTIONS

- o Begin each item with the number for the item followed by a period, e.g., 1.
- o Then make two spaces after the period.
- o The text of each format item should be single spaced, have no extra indentations or carriage returns and use double spaced lines between each format item.
- o When an item does not require information, always insert: N/A
- o Conclude each item with two exclamation points, e.g., !!
Exception: Do not insert two exclamation points at the end of Format Item Number 17 (Description).
- o Conclude each completed synopsis with five asterisks, e.g.,

COMMON ERRORS

I. Always Begin Each Line Flush Left. Do Not Center or Indent Any Items.

WRONG

- 7. Department of the Army Air Corps
Wright Air Field
Building Number 2
Dayton, Ohio 20230!!

WRONG

- 7. Department of the Army Air Corps
Wright Air Field
Building Number 2
Dayton, Ohio 20230!!

CORRECT

7. Department of the Army Air Corps, Wright Air Field Building Number 2, Dayton, Ohio 20230!!

II. NEVER Submit a Synopsis in all UPPER CASE.

WRONG

17. THE ARMY AIR CORPS REQUIRES ONE JET CAPABLE OF BREAKING THE SOUND BARRIER. ALL RESPONSIBLE SOURCES MAY SUBMIT AN OFFER. NO TELEPHONE REQUESTS FOR THE SOLICITATION PACKAGE WILL BE ACCEPTED. SEE NUMBERED NOTE 22.*****

CORRECT

17. The Army Air Corps requires one jet capable of breaking the sound barrier. All responsible sources may submit an offer. No telephone request for the solicitation package will be accepted. See Numbered Note 22.*****

Numbered Notes

Numbered Notes are footnotes. The purpose of the Numbered Notes is to eliminate the unnecessary duplication of information that appears in various announcements.

An explanation of the numbered Notes appears each week in the Monday edition of the CBD. If the Monday edition of the CBD is not printed because of a holiday, an explanation of the Numbered Notes will appear in the next day's issue.

When the note(s) applies to a synopsis, the contracting officer should reference the note at the end of item 17 of the synopsis e.g., "See Note(s) 22 and 23".

Typical Numbered Note

22 This contract action is for supplies or services for which the Government intends to solicit and negotiate with only one source under authority of FAR 6.302. Interested persons may identify their interest and capability to respond to the requirement of submit proposals. This notice of intent is not a request for competitive proposals. However, all proposals received within forty-five days (thirty days if award is issued as a delivery order under an existing basic ordering agreement) after date of publication of this synopsis will be determined by the Government. A determination by the Government not to open the requirement to competition based upon responses to this notice is received as a result of a notice of intent will normally be considered solely for the purpose of determining whether to conduct a competitive procurement.

SUBMISSIONS

Synopsis may be submitted to the CBD
by the following methods

Mail

U.S. Department of Commerce
Commerce Business Daily
P.O. Box 5999
Chicago, IL 60680

Private Electronic Transmission

CBD Search Services
703/450-1882

United Communications
301/816-8950

Softshare
805/683-3841

EasyLink
800/321-6747

The U.S. Department of Commerce does not endorse any of the private electronic transmission services listed above. These private firms maintain electronic mailboxes at the CBD. Procurement offices that are interested in accessing these transmission services should call the telephone numbers listed above.

CBD Classification Codes

(as amended by FAC 90-3)

Codes for Services

Code Title

A Research and Development

Examples:

Basic Scientific Research

Applied Research and Exploratory Development

Advanced Development of Hardware for Testing, Engineering
Development

B Special Studies and Analyses - Not R&D

Examples:

Air Quality Analyses

Archeological/Paleontological Studies

Chemical/Biological Studies and Analyses

Cost Benefit Analyses

Data Analyses (other than scientific)

Economic Studies

Endangered Species Studies - Plant and Animal

Environmental Studies and Assessments

Feasibility Studies (non-construction)

Animal and Fisheries Studies

Geological Studies

Geophysical Studies

Geotechnical Studies

Grazing/Range Studies

Historical Studies

Legal Studies

Mathematical/Statistical Analyses

Natural Resource Studies

Oceanological Studies

Recreation Studies

Regulatory Studies

Scientific Data Studies

Seismological Studies

Soils Studies

Water Quality Studies

Wildlife Studies

Medical and Health Studies

Intelligence Studies

Aeronautic/Space Studies

Building Technology Studies

Defense Studies

Educational Studies and Analyses

Energy Studies

Technology Studies

Housing and Community Development Studies

Security Studies (Physical and Personal)

Accounting/Financial Management Studies

Trade Issue Studies
Foreign Policy/National Security Policy Studies
Organizational/Administrative/Personnel Studies
Mobilization/Preparedness Studies
Manpower Studies
Communication Studies
Acquisition Policy/Procedures Studies
Elderly/Handicapped Studies

C Architect and Engineering Services - Construction

Examples:

Administrative and Service Buildings
Airfield, Communication and Missile Facilities
Educational Buildings
Hospital Buildings
Industrial Buildings
Residential Buildings
Warehouse Buildings
Research and Development Facilities
Other Buildings
Conservation and Development
Highways, Roads, Streets, and Bridges
Electric Power Generation (EPG) Utilities
Other Non-Building Structures
Restoration
Architect - Engineer Services, (non-construction)
Engineering Drafting Services
A & E Inspection Services
A & E Management Engineering Services
A & E Production Engineering Services
Marine Architect - Engineer Services

D Automatic Data Processing and Telecommunication Services

Examples:

ADP Facility Operation and Maintenance Services
ADP Systems Development Services
ADP Data Entry Services
ADP Telecommunications and Transmission Services
ADP Teleprocessing and Timesharing Services
ADP Systems Analysis Services
Automated Information System Design and Integration Services
Programming Services
Information and Data Broadcasting or Data
Distribution Services
ADP Backup and Security Services
ADP Data Conversion Services
ADP Optical Scanning Services
Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
ADP System Acquisition Support Services Includes preparation of work,
benchmarks, specifications, etc.
Digitizing Services. Includes cartographic and geographic information
Telecommunications Network Management Services

Automated News Services, Data Services, or other information Services, Buying data, the electronic equivalent of books, periodicals, newspapers, etc.

E Purchase of Structures and Facilities

F Natural Resources Management

Examples:

Aerial Fertilization/Spraying Services
Aerial Seeding Services
Forest/Range Fire Suppression/Presuppression Services
Forest/Range Fire Rehabilitation Services (non-construction) Forest
Tree Planting Services
Land Treatment Practices Services (plowing/clearing, etc.) Range
Seeding Services (ground equipment)
Recreation Site Maintenance Services (non-construction)
Seed Collection/Production Services
Seeding Production/Transplanting Services
Surface Mining Reclamation Services (non-construction)
Survey Line Clearing Services
Tree Breeding Services
Tree Thinning Services
Well Drilling/Exploratory Services
Wildhorse/Burro Control Services
Other Range/Forest Improvements Services (non-construction) Other
Wildlife Management Services
Fisheries Resources Management Services
Site Preparation
Other Natural Resources and Conservation Services
Air Quality Support Services
Industrial Investigation Surveys and Technical Support Related to
Air Pollution
Water Quality Support Services
Industrial Investigation Surveys and Tech. Support Related to Air
Pollution
Pesticides Support Services
Toxic Substances Support Services
Hazardous Substance Analysis
Hazardous Substance Removal, Cleanup and Disposal Services and
Operational Support
Leaking Underground Storage Tank Support Services
Development of Environmental Impact Statements and Assessments
Industrial Investigations, Surveys and Technical Support for
Multiple Pollutants
Oil Spill Response including Cleanup, Removal, Disposal and
Operational Support

G Social Services

Examples:

Care of Remains and/or Funeral Services
Chaplain Services
Recreational Services
Social Rehabilitation Services

Geriatric Services
Government Life Insurance Program
Government Health Insurance Programs
Other Government Insurance Programs
Non-Governmental Insurance Programs
Direct aid to tribal Governments and organizations provided by contract pursuant to Public Law (P.L.) 93-638.

H Quality Control, Testing and Inspection Services

Examples:

Quality Control Services
Equipment and Materials Testing Inspection Services

J Maintenance, Repair, and Rebuilding of Equipment

K Modification of Equipment

L Technical Representative Services

M Operation of Government Owned Facility

N Installation of Equipment

P Salvage Services

Examples:

Preparation and Disposal of Excess and Surplus Property
Salvage of Aircraft
Salvage of Marine Vessels
Demolition of Buildings
Demolition of Structures or Facilities (other than Buildings)
Q Medical Services

Examples:

Dependent Medicare Services
General Health Care Services
Laboratory Testing Services
Nursing Services
Nursing Home Care Contracts
Evaluation and Screening
Anesthesiology Services
Cardio-Vascular Services
Dentistry Services
Dermatology Services
Gastroenterology Services
Geriatric Services
Gynecology Services
Hematology Services
Internal Medicine Services
Neurology Services
Ophthalmology Services
Optometry Services
Orthopedic Services

Otholaryngology Services
Pathology Services
Pediatric Services
Pharmacology Services
Physical Medicine and Rehabilitation Services
Psychiatry Services
Podiatry Services
Pulmonary Services
Radiology Services
Surgery Services
Thoracic Services
Urology Services
Medical/Psychiatric Consultation Services
Nuclear Medicine

R Professional Administrative and Management Support Services
Examples:

Land Surveys, Cadastral Services (non-construction)
Operations Research Services
Policy Review/Development Services
Program Evaluation Services
Program Management/Support Services
Program Review/Development Services
Real Property Appraisals Services (SIC 6531)
Simulation
Specifications Development Services
Systems Engineering Services
Technology Sharing/Utilization Services
Veterinary/Animal Care Services
Legal Services
Education Services
Certifications and Accreditation
Technical Assistance
Telephone and Field Interview Services
Intelligence Services
Expert Witness
Engineering and Technical Services
Communications Services
Weather Reporting/Observation Services
Industrial Hygienics
Personal Services
Other Professional Services
Courier and Messenger Services
Transcription Services
Mailing and Distribution Services
Library Services
Court Reporting Services
Word Processing/Typing Services
Translation and Interpreting Services (including Sign Language)
Stenographic Services
Personal Property Management Services
Credit Reporting Services
Information Retrieval
Other Administrative Support Services
Advertising Services
Data Collection Services

Accounting or Financial Services
Auditing Services
Debt Collection Services
Logistics Support Services
Contract, Procurement, and Acquisition Support Services
Public Relations Service
Ongoing Audit Operations Support

S Utilities and Housekeeping Services

Examples:

Gas Services
Electric Services
Telephone and/or Communications Services
Water Services
Other Utilities
Custodial - Janitorial Services
Fire Protection Services
Food Services
Fueling and Other Petroleum Services (excluding storage)
Trash/Garbage Collection Services
Guard Services
Inspect and Rodent Control Services
Landscaping/Groundskeeping Services
Laundry and Dry Cleaning Services
Surveillance Services
Solid Fuel Handling Services
Carpet Laying and Cleaning
Warehousing and Storage Services
Facilities Operations Support Services
Interior Plantscaping
Snow Removal/Salt Service (also spreading aggregate or other snow melting material)
Waste Treatment and Storage

T Photographic, Mapping, Printing, and Publication Services

Examples:

Arts/Graphic Services
Cartography
Cataloging Services
Charting Services
Film Processing Services
Microform Services
Photogrammetry Services
Aerial Photographic Services
General Photographic Services - Still
Print/Binding Services
Reproduction Services
Technical Writing Services
Topography Services
General Photographic Services - Motion
Audio/Visual Services

U Training Services

Examples:

Lectures for Training
Personnel Testing
Reserve Training (Military)
Scientific and Management Education
Tuition, Registration, and Membership Fees
Vocational/Technical
Faculty Salaries for Dependant Schools
Training/Curriculum Development Education Services
Certifications and Accreditations
AIDS Training

V Transportation and Travel and Relocation Services

Examples:

Motor Pool Operations
Packing/Crafting Services
Air Freight
Motor Freight
Rail Freight
Stevedoring
Vessel Freight
Other Cargo and Freight Services
Air Charter for Things
Motor Charter for Things
Rail Charter for Things
Marine Charter for Things
Vessel Towing Service
Other Vehicle Charter for Transportation of Things
Air Passenger Service
Motor Passenger Service
Rail Passenger Service
Marine Passenger Service
Passenger Air Charter Service
Passenger Motor Charter Service
Passenger Rail Charter Service
Passenger Marine Charter Service
Ambulance Service
Taxicab Service
Lodging - Hotel/Motel
Military Personnel Recruitment
Civilian Personnel Recruitment
Relocation Services
Travel Agent Services
Other Transportation Travel and Relocation Services

X Lease of Rental of Facilities

W Lease or Rental of Equipment

Y Construction of Structures and Facilities

Z Maintenance, Repair or Alteration of Real Property

Codes for Supplies and Equipment

Code Title

- 10 Weapons
- 11 Nuclear Ordnance
- 12 Fire Control Equipment
- 13 Ammunition and Explosive
- 14 Guided Missiles
- 15 Aircraft and Airframe Structural Components
- 16 Aircraft Components and Accessories
- 17 Aircraft Launching, Landing, and Ground Handling Equipment
- 18 Space Vehicles
- 19 Ships, Small Craft, Pontoons, and Floating Docks
- 20 Ships and Marine Equipment
- 22 Railway Equipment
- 23 Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
- 24 Tractors
- 25 Vehicular Equipment Components
- 26 Tires and Tubes
- 28 Engines, Turbines and Components
- 29 Engine Accessories
- 30 Mechanical Power Transmission Equipment
- 31 Bearings
- 32 Woodworking Machinery and Equipment
- 34 Metalworking Machinery
- 35 Service and Trade Equipment
- 36 Special Industry Machinery
- 37 Agricultural machinery and Equipment
- 38 Construction, Mining, Excavating and Highway Maintenance Equipment
- 39 Materials Handling Equipment
- 40 Rope, Cable, Chain, and Fittings

- 41 Refrigeration, Air Conditioning and Air Circulating Equipment
- 42 Fire Fighting, Rescue and Safety Equipment

- 43 Pumps and Compressors

- 44 Furnace, Steam Plant, and Drying Equipment, and Nuclear Reactors
- 45 Plumbing, Heating and Sanitation Equipment

- 46 Water, Purification and Sewage Treatment Equipment

- 47 Pipe, Tubing, Hose and Fittings

- 48 Valves

- 49 Maintenance and Repair Shop Equipment

- 51 Hand Tools

- 52 Measuring Tools

- 53 Hardware and Abrasives

- 54 Prefabricated Structures and Scaffolding

- 55 Lumber, Millwork, Plywood and Veneer

- 56 Construction and Building Materials

- 58 Communication, Detection, and Coherent Radiation Equipment

- 59 Electrical and Electronic Equipment Components

- 60 Fiber Optics Materials and Components, Assemblies, and Accessories
- 61 Electrical Wire, and Power and Distribution Equipment

- 62 Lighting Fixtures and Lamps

- 63 Alarm and Signal, and Security Detection Systems

- 65 Medical, Dental and Veterinary Equipment and Supplies

- 66 Instruments and Laboratory Equipment

- 67 Photographic Equipment

- 68 Chemicals and Chemical Products

- 69 Training Aids and Devices

- 70 General Purpose Automatic Data Processing Equipment, Software, Supplies and Support Equipment

- 71 Furniture

- 72 Household and Commercial Furnishing and Appliances

- 73 Food Preparation and Serving Equipment

- 74 Office Machines, Text Processing Systems and Visible Record Equipment
- 75 Office Supplies and Devices
- 76 Books, Maps and Other Publications
- 77 Musical Instruments, Phonographics and Home-type Radios
- 78 Recreational and Athletic Equipment
- 79 Cleaning Equipment and Supplies
- 80 Brushes, Paints, Scalers and Adhesives
- 81 Containers, Packaging and Packing Supplies
- 83 Textiles, Leather, Furs, Apparel and Shoe Findings
- 84 Clothing, Individual Equipment and Insignia
- 85 Toiletries
- 87 Agricultural Supplies
- 88 Live Animals
- 89 Subsistence
- 91 Fuels, Lubricants, Oils, and Waxes
- 93 Nonmetallic Fabricated Materials
- 94 Nonmetallic Crude Materials
- 95 Metal Bars, Sheets and Shapes
- 96 Ores, Minerals and Their Primary Products
- 99 Miscellaneous

Commerce Business Daily (CBD)
Publication Date Service

An electronic bulletin board service that provides contracting officers with the publication dates of their synopses. The service is free and available 24 hours a day, seven days a week.

The service lists abstracts of CBD synopses by zip code groupings. Each abstract contains the first 300 textual characters of each synopsis.

All abstracts provided by the bulletin board are grouped by the contracting office's five digit zip code, see CBD Format Item #5 "Contracting Office Zip Code" or Format Item #7 "Contracting Office Address".

When a user accesses the bulletin board he or she will be required to enter their office's zip code. The bulletin board responds by providing a listing of abstracts of all synopses that contain that zip code from the CBD for the past ten workdays.

Access to the system is free, 24 hours a day, seven days a week. However, your office is responsible for the actual telephone costs.
Hardware and Software Requirements

- o A commercial telephone line
 - o A standard modem (e.g., Bell 212A)
 - o A personal computer with a standard tty (communications) software package, e.g., "Crosstalk, Procomm, or SmartCom".
- Communications Protocol

Telephone Number: 312/586-8111
BAUD Rate: 1200
Parity: even, odd, or no parity
Data Bits: 7
Stop Bits: 1
Echo: off

MANAGEMENT RESPONSIBILITY

The U.S. Department of Commerce and U.S. Government Printing Office are responsible for only the publication of the Commerce Business Daily (CBD). For additional information regarding this guide, please call the U.S. Government Printing Office at 312/353-2950 or the U.S. Department of Commerce at 202/377-0632.

DEPARTMENT OF COMMERCE
UNITED STATES OF AMERICA

Prepared by: U.S. DEPARTMENT OF COMMERCE
Office of Procurement and Administrative Services
Office of Administrative Operations

Descriptions of Numbered Notes

Numbered Notes are Footnotes. If a Numbered Note is included in the description of a notice, the note referred to must be read as part of the item.

1. The proposed contract is 100 percent set aside for small business concerns.
2. A portion of the acquisition is set aside for small or small and disadvantaged business concerns.
3. The proposed contract is a labor surplus area set-aside.
4. The proposed contract is 100 percent set aside for small disadvantaged business concerns (SBD). Offers from concerns other than SDBs will not be considered.
5. The proposed contract is 100 percent set aside for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs). Offers from other than HBCUs and MIs will not be considered.
6. The proposed contract is a total small disadvantaged business set aside or is being considered as a total small disadvantaged business set aside.
7. The proposed contract is 100 percent set aside for Historically Black Colleges and Universities and Minority Institutions or is partial set aside for Historically Black Colleges and Universities and Minority Institutions.
8. Reserved.
9. Copies of Military and Federal Specifications and Standards, Qualified Products Lists and Military Handbooks may be obtained from Commanding Officer, Naval Publications and Forms Center (NPFC), 5801 Tabor Ave., Philadelphia, PA 19120. Urgent requests may be submitted by telex 834295, Western Union-710-670-3321. However, it is preferred that private industry use a simplified order form, DD Form 1425, which includes a self addressed label. Once a customer orders documents, NPFC will automatically provide the customer with sufficient blank forms to continue ordering in the preferred manner. Patterns, Drawings, Deviations Lists, Purchase Descriptions, etc., are not stocked at NPFC.

10. - 11. Reserved.

12. One or more of the items under the acquisition may be subject to Agreement on Government Procurement approved and implemented in the United States by the Trade Agreements Act of 1979. All offers shall be in the English language and in U.S. Dollars. All interested suppliers may submit and offer.

13. The proposed contract is restricted to domestic sources under the authority of FAR 6.302-3. Accordingly, foreign sources, except Canadian sources, are not eligible for award.

14. - 21. Reserved

22. The proposed contract action is for supplies or services for which the Government intends to solicit and negotiate with only one source under authority of FAR 6.302. Interested persons may identify their interest and capability to respond to the requirement or submit proposals. This notice of intent is not a request for competitive proposals. However, all proposals received within forty-five days (thirty days if award is issued under an existing basic ordering agreement) after date of publication of this synopsis will be considered by government. A determination by the Government not to compete this proposed contract based upon responses to this notice is solely within the discretion of the government. Information received will normally be considered solely for the purpose of determining whether to conduct a competitive procurement.

23. Award will be made only if the offeror, the product/service of the manufacturer meets qualification requirement at a time of award, in accordance with FAR clause 52.209-1 or 52.209-2. The solicitation identifies the office where additional information can be obtained concerning qualification requirements is cited in each individual solicitation.

24. Architect-Engineer firms which meet the requirements described in this announcement are invited to submit: (1) a Standard Form 254, Architect-Engineer and Related Services Questionnaire. (2) a Standard Form 255. Architect Engineer and Related Services Questionnaire for Specific Project, when requested, and (3) any requested supplemental data to the procurement office shown. Firms having a current Standard Form 254 on file with the procurement shown are not required to register this form. Firms desiring to register for consideration for future projects administered by the procurement office (subject to specific requirements for individual projects) are encouraged to submit, annually a statement of qualifications and performance data utilizing Standard Form 254, Architect Engineer and Related Services Questionnaire. Firms responding to this announcement before the closing date will be considered for selection, subject to any limitations indicated with respect to size and geographic location of firm, specialized technical expertise or other requirements listed. Following an initial evaluation of qualification and performance data submitted, three or more firms considered to be the most highly qualified to provide the type of services required, will be chosen for negotiation. Selection of firms for negotiation shall be through an order of preference based on demonstrated competence and qualifications

necessary for the satisfactory performance of the type of professional services required, that include; (1) Professional capabilities; (2) specialized experience and technical competence, as required; (3) capacity to accomplish the work in the required time; (4) past performance on contracts with respect to cost control, quality of work, and compliance with performance schedules; (5) geographical location and knowledge of the locality of the project, provided that the application of the criterion leaves and appropriate number of qualified firms, given the nature and size of the project; (6) any other special qualification required under this announcement by the contracting activity. In addition to the above, special qualifications in the Department of Defense include the volume of work previously awarded to the firm by the Department of Defense, with the object of effecting an equitable distribution of Department of Defense architect engineer contract among qualified architect-engineer firms including small and small disadvantaged business firms, and firms that have not had prior Department of Defense contracts.

25. Information submitted should be pertinent and specific in the technical area under considerations, on each of the following qualifications (1) Experience: an outline of previous projects, specific work previously performed or being performed and any in-hours research and development effort; (2) Personnel: Name, professional qualifications and specific experience of scientist, engineers and technical personnel who may be assigned as principal investigator and/or project officer; (3) Facilities: Availability and description of special facilities required to perform in the technical areas under consideration. A statement regarding industrial security clearance. Any other specific and pertinent information as pertains to this particular area of procurement that would enhance our consideration and evaluation of the information submitted.