# FAC 97-02 OCTOBER 10, 1997

# PART 53—FORMS

Sec.		53.233—53.234	[Reserved]
53.000	Scope of part.	53.235	Research and development contracting (SF
53.000	Definitions.	33.233	298).
33.001	Definitions.	53.236	Construction and architect-engineer contracts.
	Subpart 53.1—General	53.236-1	Construction.
53.100	Scope of subpart.	53.236-2	Architect-engineer services (SF's 252, 254,
53.100	Requirements for use of forms.	22.200 2	255, 1421).
53.102	Current editions.	53.237—53.241	[Reserved]
53.102	Exceptions.	53.242	Contract administration.
53.104	Overprinting.	53.242-1	Novation and change-of-name agreements
53.105	Computer generation.	00.2.21	(SF 30).
53.106	Special construction and printing.	53.243	Contract Modifications (SF 30).
53.107	Obtaining forms.	53.244	[Reserved]
53.107	Recommendations concerning forms.	53.245	Government property.
53.109	Forms prescribed by other regulations.	53.246	[Reserved]
53.110	Continuation sheets.	53.247	Transportation (U.S. Government Bill of
53.110	Contract clause.	00.2	Lading).
33.111	Contract clause.	53.248	[Reserved]
G 1	452A B 44 6E	53.249	Termination of contracts.
· <del>-</del>	oart 53.2—Prescription of Forms	53.250	[Reserved]
53.200	Scope of subpart.	53.251	Contractor use of Government supply sources
53.201	Federal acquisition system.	33.231	(OF 347).
53.201-1	Contracting authority and responsibilities (SF		(01 547).
53.202—53.203	1402). [Reserved]	Subi	part 53.3—Illustrations of Forms
53.202—53.203	Administrative matters.	53.300	Scope of subpart.
53.204-1	Safeguarding classified information within	53.301	Standard forms.
33.204-1	industry (DD Form 254, DD Form 441).	53.302	Optional forms.
53.204-2	Contract reporting.	53.303	Agency forms.
53.205	Publicizing contract actions.	53.301-18	SF 18, Request for Quotation.
53.205-1	Paid advertisements.	53.301-24	SF 24, Bid Bond.
53.206—53.208	[Reserved]	53.301-25	SF 25, Performance Bond.
53.209	Contractor qualifications.	53.301-25-A	SF 25-A, Payment Bond.
53.209-1	Responsible prospective contractors.	53.301-25-B	SF 25-B, Continuation Sheet (For SF's 24,
53.210—53.211	[Reserved]	20.001 20 2	25, and 25-A).
53.212	Acquisition of commercial items.	53.301-26	SF 26, Award/Contract.
53.212	Simplified acquisition procedures (SF's 18,	53.301-28	SF 28, Affidavit of Individual Surety.
33.213	30, 44, 1165, 1449, and OF's 336, 347, and	53.301-30	SF 30, Amendment of
	348).	22.201 20	Solicitation/Modification of Contract.
53.214	Sealed bidding.	53.301-33	SF 33, Solicitation, Offer and Award.
53.215	Contracting by negotiation.	53.301-34	SF 34, Annual Bid Bond.
53.215-1	Solicitation and receipt of proposals.	53.301-35	SF 35, Annual Performance Bond.
53.216	Types of contracts.	53.301-44	SF 44, Purchase Order—Invoice—Voucher.
53.216-1	Delivery orders and orders under basic	53.301-98	SF 98, Notice of Intention to Make a Service
33.210 1	ordering agreements (OF 347).		Contract and Response to Notice.
53.217—53.218	[Reserved]	53.301-98a	SF 98a, Notice of Intention to Make a
53.219	Small business programs.		Service Contract and Response to Notice
53.220—53.221	[Reserved]		(Attachment A).
53.222	Application of labor laws to Government	53.301-99	SF 99, Notice of Award of Contract.
	acquisitions (SF's 99, 308, 1093, 1413, 1444,	53.301-120	SF 120, Report of Excess Personal Property.
	1445, 1446, WH-347).	53.301-120-A	SF 120-A, Continuation Sheet (Report of
53.223—53.227	[Reserved]		Excess Personal Property).
53.228	Bonds and insurance.	53.301-126	SF 126, Report of Personal Property for Sale.
53.229	Taxes (SF's 1094, 1094-A).	53.301-126-A	SF 126-A, Report of Personal Property for
53.230—53.231	[Reserved]		Sale (Continuation Sheet).
53.232	Contract financing (SF 1443).	53.301-129	SF 129, Solicitation Mailing List Application.
	<b>5</b> ` ,		, or it

# FAC 97-02 OCTOBER 10, 1997

PART 53—FORMS		FEDERALACQUISITION REGULATION	
53.301-252	SF 252, Architect-Engineer Contract.	53.301-1415	SF 1415, Consent of Surety and Increase of
53.301-254	SF 254, Architect-Engineer and Related		Penalty.
	Services Questionnaire.	53.301-1416	SF 1416, Payment Bond for Other Than
53.301-255	SF 255, Architect-Engineer and Related		Construction Contracts.
	Services Questionnaire for Specific Project.	53.301-1417	SF 1417, Pre-solicitation Notice
53.301-273	SF 273, Reinsurance Agreement for a Miller		(Construction Contract).
	Act Performance Bond.	53.301-1418	SF 1418, Performance Bond for Other Than
53.301-274	SF 274, Reinsurance Agreement for a Miller		Construction Contracts.
	Act Payment Bond.	53.301-1420	SF 1420, Performance Evaluation—
53.301-275	SF 275, Reinsurance Agreement in Favor of		Construction Contracts.
	the United States.	53.301-1421	SF 1421, Performance Evaluation (Architect-
53.301-279	SF 279, Federal Procurement Data System		Engineer).
	(FPDS)—Individual Contract Action Report.	53.301-1423	SF 1423, Inventory Verification Survey.
53.301-281	SF 281, Federal Procurement Data System	53.301-1424	SF 1424, Inventory Disposal Report.
	(FPDS)—Summary Contract Action Report	53.301-1426	SF 1426, Inventory Schedule A (Metals in
	(\$25,000 or Less).		Mill Product Form).
53.301-294	SF 294, Subcontracting Report for Individual	53.301-1427	SF 1427, Inventory Schedule A—
	Contracts.		Continuation Sheet (Metals in Mill Product
53.301-295	SF 295, Summary Subcontract Report.		Form).
53.301-298	SF 298, Report Documentation Page.	53.301-1428	SF 1428, Inventory Schedule B.
53.301-308	SF 308, Request for Determination and	53.301-1429	SF 1429, Inventory Schedule B—
	Response to Request.		Continuation Sheet.
53.301-1034	SF 1034, Public Voucher for Purchases and	53.301-1430	SF 1430, Inventory Schedule C (Work-in-
	Services Other Than Personal.	22.201 1.20	Process).
53.301-1034A	SF 1034A, Public Voucher for Purchases and	53.301-1431	SF 1431, Inventory Schedule C—
	Services Other Than Personal—	00.001 1.01	Continuation Sheet (Work-in-Process).
	Memorandum Copy.	53.301-1432	SF 1432, Inventory Schedule D (Special
53.301-1035	SF 1035, Public Voucher for Purchases and	33.301 1132	Tooling and Special Test Equipment).
	Services Other Than Personal, Continuation	53.301-1433	SF 1433, Inventory Schedule D—
	Sheet.	33.301 1133	Continuation Sheet (Special Tooling and
53.301-1035A	SF 1035A, Public Voucher for Purchases and		Special Test Equipment).
	Services Other Than Personal—	53.301-1434	SF 1434, Termination Inventory Schedule E
	Memorandum, Continuation Sheet.	33.301 1434	(Short Form For Use With SF 1438 Only).
53.301-1093	SF 1093, Schedule of Withholdings Under	53.301-1435	SF 1435, Settlement Proposal (Inventory
	the Davis-Bacon Act and/or the Contract	33.301-1433	Basis).
	Work Hours and Safety Standards Act).	53.301-1436	SF 1436, Settlement Proposal (Total Cost
53.301-1094	SF 1094, U.S. Tax Exemption Form.	33.301-1430	Basis).
53.301-1094A	SF 1094A, Tax Exemption Forms	53.301-1437	SF 1437, Settlement Proposal for Cost-
	Accountability Record.	33.301-1437	
53.301-1165	SF 1165, Receipt for Cash—Subvoucher.	52 201 1429	Reimbursement Type Contracts.
53.301-1402	SF 1402, Certificate of Appointment.	53.301-1438	SF 1438, Settlement Proposal (Short Form). SF 1439, Schedule of Accounting
53.301-1403	SF 1403, Preaward Survey of Prospective	53.301-1439	
	Contractor (General).	52 201 1440	Information.
53.301-1404	SF 1404, Preaward Survey of Prospective	53.301-1440	SF 1440, Application for Partial Payment.
	Contractor—Technical.	53.301-1442	SF 1442, Solicitation, Offer, and Award
53.301-1405	SF 1405, Preaward Survey of Prospective	52 201 1442	(Construction, Alteration, or Repair).
	Contractor—Production.	53.301-1443	SF 1443, Contractor's Request for Progress
53.301-1406 53.301-1407	SF 1406, Preaward Survey of Prospective	<b>50 001 111</b>	Payment.
	Contractor—Quality Assurance.	53.301-1444	SF 1444, Request for Authorization of
	SF 1407, Preaward Survey of Prospective		Additional Classification and Rate.
	Contractor—Financial Capability.	53.301-1445	SF 1445, Labor Standards Interview.
53.301-1408	SF 1408, Preaward Survey of Prospective	53.301-1446	SF 1446, Labor Standards Investigation
	Contractor—Accounting System.		Summary Sheet.53.301-1447 SF 1447,
53.301-1409	SF 1409, Abstract of Offers.		Solicitation/Contract.
53.301-1410	SF 1410, Abstract of Offers—Continuation.	53.301-1449	SF 1449, Solicitation/Contract/Order for
53.301-1413	SF 1413, Statement and Acknowledgment.		Commercial Items.
53.301-1414	SF 1414, Consent of Surety.	53.302-17	Optional Form 17, Offer Label.

# FAC 97-10 JANUARY 4, 1999

Property.  53.302-91 Optional Foroperty for S3.302-308 Solicitation Acquisition  53.302-309 Amendmen  53.302-312 Optional For Business Particles.  53.302-347 Optional For Services.  53.302-348 Optional For Services Scrotices.  53.302-348 Optional For Services Scrotices.  53.302-348 Optional For Services.  53.302-348 Optional For Construction Construction Construction Services.  53.302-1419 Optional For Construction Construction Construction Security Agricultural Department Contract Security Agricultural Department (For Contract Security Agricultural Bond SF 24 Bid Bond SF 25 Performance Bond SF 28 Affidavit of Individual SF 273 Reinsurance Agricultural Bond SF 274 Reinsurance Agricultural Performance Bond SF 275 Reinsurance Agricultural Performance Bond SF 274 Reinsurance Agricultural Performance SF 281 Federal Procurement Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcon	form 90, Release of Lien on Real	SF 1405	Preaward Survey of Prospective Contractor—		
Property fro 53.302-307 Contract As 53.302-308 Solicitation Acquisition 53.302-309 Amendmen 53.302-312 Optional Forms Services 53.302-347 Optional Forms Services 53.302-348 Optional Forms Services 53.302-348 Optional Forms Services 53.302-348 Optional Forms Construction 53.302-349 Optional Forms Construction 53.302-1419 Optional Forms Construction 53.303-DD-254 Department Contract Services Specification Security Ag 53.303-DD-254 Department Contract Services Specification Security Ag 53.303-DD-441 Department Security Ag 53.303-WH-347 Department Security Ag 54.303-WH-347 Department Security Ag 55.303-WH-347 Department Security Ag 56.303-WH-347 Department Security Ag 56.303-WH-347 Department Security Ag 57.303-WH-347 Department Security		SF 1405	Production		
53.302-307  53.302-308  Solicitation Acquisition Acquisition 53.302-309  Amendmen 53.302-312  Optional Forms Services 53.302-347  Optional Forms Services 53.302-348  Optional Forms Services 53.302-348  Optional Forms Construction Construction 53.302-1419  Optional Forms Construction Construction 53.302-1419  Optional Forms Construction Acquisition Acquisition Acquisition Acquisition Contract Services Construction Construction Construction Construction Acquisition Acquisiter Acquis	form 91, Release of Personal from Escrow.	SF 1406	Preaward Survey of Prospective Contractor— Quality Assurance		
53.302-308 Solicitation Acquisition Acquisition 53.302-309 Amendmen 53.302-312 Optional Forms 53.302-347 Optional Forms 53.302-348 Optional Forms 53.302-348 Optional Forms 53.302-348 Optional Forms 53.302-349 Optional Forms Construction 53.302-1419 Optional Forms Construction 53.302-1419 Optional Forms Construction 53.303-DD-254 Department Contract Sorms Specification Specifica		SF 1407	Preaward Survey of Prospective Contractor—		
Acquisition 53.302-309 Amendmen 53.302-312 Optional Forms 53.302-336 Optional Forms 53.302-347 Optional Forms 53.302-348 Optional Forms 53.302-348 Optional Forms 53.302-348 Optional Forms 53.302-349 Optional Forms 653.302-1419 Optional Forms 653.302-1419 Optional Forms 653.303-DD-254 Department 653.303-DD-254 Department 653.303-DD-254 Department 653.303-DD-441 Department 653.303-DD-441 Department 654 Services Sorms 655.303-DD-441 Department 655.303-DD-441 Department 656 Services Sorms 657 Services 658 Specification 658 Specification 659 Services 659 Services 650 Services	n and Offer—Negotiated		Financial Capability		
53.302-309 Amendmen 53.302-312 Optional Forms Services 53.302-347 Optional Forms Services 53.302-348 Optional Forms Services 53.302-348 Optional Forms Services 53.302-348 Optional Forms Services 53.302-349 Optional Forms Services 53.303-DD-254 Department Construction 53.303-DD-254 Department Contract Services Specification Security Ag 53.303-DD-441 Department (For Contract Services Specification Specification Security Ag 53.303-DD-441 Department (For Contract Services Specification Specification Security Ag 53.303-DD-441 Department (For Contract Services Specification Specificati		SF 1408	Preaward Survey of Prospective Contractor—		
53.302-312 Optional Formula Business Para Services. 53.302-347 Optional Formula Formul	nt of Solicitation.		Accounting System		
Business Pa 53.302-336 Optional Fo 53.302-347 Optional Fo Services.  53.302-348 Optional Fo Services Sc 53.302-1419 Optional Fo Construction 53.302-1419A Optional Fo Construction 53.303-DD-254 Department Contract Se Specification 53.303-DD-254 Department Contract Se Specification Security Ag 53.303-WH-347 Department (For Contract  Forms Authorized f SF LLL Disclosure of Lob Sheet  SF 18 Request for Quota SF 24 Bid Bond SF 25 Performance Bond SF 25 Performance Bond SF 25 Payment Bond SF 28 Affidavit of Indivi SF 33 Solicitation, Offer SF 34 Annual Bid Bond SF 25 Payment Bond SF 273 Reinsurance Agre Performance Bond SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre ST 276 Federal Procureme Individual Contract SF 281 Federal Procureme Summary Contract SF 294 Subcontracting Re SF 295 Summary Subcontract SI 200 Services SI 200 Services SI 200 Services SI 201 Services SI 202 Subcontracting Re SI 203 Subcontracting Re SI 203 Subcontracting Re SI 204 Subcontracting Re SI 205 Summary Subcontracting Re SI 205 Summary Subcontracting Re SI 205 Subcontracting Re SI 205 Summary Subcontracting Re SI 205 Subcontracting Re	form 312, Small Disadvantaged	SF 1414	Consent of Surety		
53.302-347 Optional February Services.  53.302-348 Optional February Services.  53.302-348 Optional February Services Se	Participation Report.	SF 1415	Consent of Surety and Increase of Penalty		
53.302-347 Optional Forms Services Scaperices Scaperification Department Contract Scaperification Department Security Agres Scaperification Department Security Agres Scaperification Department Security Agres Scaperification Department (For Contract Scaperification Department Security Agres Scaperification Department (For Contract Scaperification Department Scaperification Department (For Contract Scaperification Department Scaperification Department Scaperification Office Scaperification Department Scaperificati	form 336, Continuation Sheet.	SF 1416	Payment Bond for Other Than Construction		
Services.  53.302-348 Optional Forms Services Scrops Scrop	form 347, Order for Supplies or		Contracts		
53.302-348 Optional Forms Services Sciptions of Construction Struction Struc		SF 1418	Performance Bond for Other Than Construction		
Services Sc 53.302-1419 Optional Forms Construction 53.302-1419A Optional Forms Specification 53.303-DD-254 Department Contract Se Specification 53.303-DD-441 Department Security Ag 53.303-WH-347 Department (For Contract Security Ag 53.303-WH-347 Department (For Contract Security Ag 53.303-WH-347 Department (For Contract Security Ag 55.303-WH-347 Department (For Contract Security Ag 56.31-303-WH-347 Department (For Contract Security Ag 56.32-303-WH-347 Department (For Contract Security Ag 57.31-303-WH-347 Department (For Contract Security Ag 57.32-303-WH-347 Department (For Contract Security A	form 348, Order for Supplies or		Contracts		
53.302-1419 Optional Forms Construction 53.302-1419A Optional Forms Construction 53.303-DD-254 Department Contract Set Specification 53.303-DD-441 Department Security Aground Forms Authorized 1 53.303-WH-347 Department (For Contract Security Aground Forms Authorized 1 55.303-WH-347 Department (For Contract Security Aground Forms Authorized 1 55.303-WH-347 Department (For Contract Security Aground Forms Authorized 1 55.303-WH-347 Department (For Contract Security Aground Forms Authorized 1 55.303-WH-347 Department Forms Authorized 1 55.303-WH-347 Department Forms Forms Authorized 1 56.303-WH-347 Department Forms Forms Authorized 1 56.303-WH-347 Department Forms Sheet She	chedule—Continuation.	SF 1423	Inventory Verification Survey		
Construction  53.302-1419A Optional Forms Construction  53.303-DD-254 Department Contract Server Specification  53.303-DD-441 Department Security Ag  53.303-WH-347 Department (For Contract  Forms Authorized for Contra	orm 1419, Abstract of Offers—	SF 1424	Inventory Disposal Report		
53.302-1419A Optional Forms Construction  53.303-DD-254 Department Contract Set Specification 53.303-DD-441 Department Security Ag 53.303-WH-347 Department (For Contract  Forms Authorized for Contract  SF 18 Request for Quota  SF 24 Bid Bond  SF 25 Performance Bond  SF 25 Performance Bond  SF 28 Affidavit of Indivious Forms  SF 33 Solicitation, Offer  SF 33 Solicitation Mailin  SF 273 Reinsurance Agre  Performance Bond  SF 274 Reinsurance Agre  Bond  SF 275 Reinsurance Agre  States  SF 279 Federal Procurement  Individual Contract  SF 281 Federal Procurement  Summary Contract  SF 294 Subcontracting Res  SF 295 Summary Subcontracting Res  SF 295 Summary Subcontracting Res  SF 295 Summary Subcontraction  SF 295 Summary Subcontraction  SF 295 Summary Subcontraction  SF 296 Summary Subcontraction  SF 297 Subcontracting Res  SF 298 Summary Subcontraction  SF 299 Summary Subcontraction  SF 290 Summary Subcontraction  SF 291 Subcontraction  SF 292 Subcontraction  SF 292 Subcontraction  SF 292 Subcontraction  SF 292 Subcontraction  SF 293 Subcontraction  SF 294 Subcontraction  SF 294 Subcontraction  SF 295 Subcontraction  SF 292 Subc		SF 1426	Inventory Schedule A (Metals in Mill Product		
Construction  53.303-DD-254  Department Contract Set Specification  53.303-DD-441  Department Security Ag  53.303-WH-347  Department (For Contrat  Forms Authorized ff  SF LLL Disclosure of Lob Sheet  SF 18 Request for Quota SF 24 Bid Bond SF 25 Performance Bond SF 25 Performance Bond SF 28 Affidavit of Indivit SF 33 Solicitation, Offer SF 34 Annual Bid Bond SF 35 Annual Performant SF 36 SF 37 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre ST 275 Reinsurance Agre Bond SF 275 Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procureme Individual Contrate SF 281 Federal Procureme Summary Contract SF 294 Subcontracting Re SF 295 Summary Subcontracting Re SF 295	orm 1419A, Abstract of Offers—		Form)		
53.303-DD-254 Department Contract Set Specification 53.303-DD-441 Department Security Ag 53.303-WH-347 Department (For Contract  Forms Authorized ff SF LLL Disclosure of Lob SF LLL-A Disclosure of Lob Sheet  SF 18 Request for Quota SF 24 Bid Bond SF 25 Performance Bond SF 25 Performance Bond SF 28 Affidavit of Indivit SF 33 Solicitation, Offer SF 34 Annual Bid Bond SF 35 Annual Performant SF 36 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre SF 276 Federal Procurement Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcontracting Res SF 296 Summary Subcontracting Res SF 296 Summary Subcontracting Res SF 297 Subcontracting Res SF 298 Summary Subcontracting Res SF 299 Summary Subcontracting Res SF 299 Summary Subcontracting Res SF 290 Subcontracting	on, Continuation Sheet.	SF 1427	Inventory Schedule A—Continuation Sheet (Metal		
Contract Se Specification  53.303-DD-441  Department Security Ag  53.303-WH-347  Department (For Contra  Forms Authorized f  SF LLL Disclosure of Lob Sheet  SF 18 Request for Quota SF 24 Bid Bond SF 25 Performance Bond SF 25 Performance Bond SF 28 Affidavit of Indivices SF 33 Solicitation, Offer SF 34 Annual Bid Bond SF 35 Annual Performan SF 129 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre Bond SF 276 SF 277 Reinsurance Agre States SF 278 Federal Procureme Individual Contract SF 281 Federal Procureme Summary Contract SF 294 Subcontracting Re SF 295 Summary Subcontracting Re SF 295	at of Defense DD Form 254,		in Mill Product Form)		
Forms Authorized f  SF LLL Disclosure of Lob Sheet  SF 18 Request for Quota SF 24 Bid Bond SF 25 Performance Bond SF 28 Affidavit of Indivi SF 33 Solicitation, Offer SF 34 Annual Bid Bond SF 35 Annual Performar SF 129 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Performance Bond SF 275 Reinsurance Agre Bond SF 276 Reinsurance Agre SF 277 Reinsurance Agre Bond SF 278 Federal Procureme Individual Contract SF 281 Federal Procureme Summary Contract SF 294 Subcontracting Re SF 295 Summary Subcontracting Re SF 296 Summary Subcontracting Re SF 296 Summary Subcontracting Re SF 297 Subcontracting Re SF 298 Summary Subcontracting Re SF 298 Summary Subcontracting Re SF 298 Summary Subcontracting Re SF 299 Summary Subcontracting Re SF 299 Summary Subcontracting Re SF 290 Subcontracting Re SF 290 Summary Subcontracting Re SF 291 Subcontracting Re SF 295 Summary Subcontracting Re SF 295 Summary Subcontracting Re SF 296 Summary Subcontracting Re SF 297 Subcontracting Re SF 298 Summary Subcontracting Re	ecurity Classification	SF 1428	Inventory Schedule B		
Forms Authorized f SF LLL Disclosure of Lob SF LLL-A Disclosure of Lob Sheet SF 18 Request for Quota SF 24 Bid Bond SF 25 Performance Bond SF 25 Performance Bond SF 28 Affidavit of Indivi SF 33 Solicitation, Offer SF 34 Annual Bid Bond SF 35 Annual Performar SF 129 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre Bond SF 276 Reinsurance Agre SF 277 Reinsurance Agre Bond SF 278 Federal Procureme Individual Contract SF 281 Federal Procureme Summary Contract SF 294 Subcontracting Re SF 295 Summary Subcontracting Re SF 296 Summary Subcontracting Re SF 297 Subcontracting Re SF 298 Summary Subcontracting Re SF 299 Summary Subcontracting Re		SF 1429	Inventory Schedule B—Continuation Sheet		
Forms Authorized f FORMS F F F F F F F F F F F F F F F F F F F	on. nt of Defense DD Form 441,	SF 1430	Inventory Schedule C (Work-in-Process)		
Forms Authorized f Forms Authori		SF 1431	Inventory Schedule C—Continuation Sheet (Work-		
Forms Authorized f SF LLL Disclosure of Lob SF LLL-A Disclosure of Lob Sheet SF 18 Request for Quota SF 24 Bid Bond SF 25 Performance Bond SF 25 Payment Bond SF 28 Affidavit of Indivi SF 33 Solicitation, Offer SF 34 Annual Bid Bond SF 35 Annual Performar SF 129 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procureme Individual Contract SF 281 Federal Procureme Summary Contract SF 294 Subcontracting Re SF 295 Summary Subcontractions SF 295 Summary Subcontractions SF 296 Summary Subcontractions SF 297 September 1	at of Labor Form WH-347, Payroll		in-Process)		
Forms Authorized for SF LLL Disclosure of Lob Sheet  SF LLL-A Disclosure of Lob Sheet  SF 18 Request for Quota Bid Bond  SF 24 Bid Bond  SF 25 Performance Bond  SF 28 Affidavit of Indivition SF 33 Solicitation, Offer Annual Bid Bond  SF 35 Annual Performance SF 129 Solicitation Mailing  SF 273 Reinsurance Agree Performance Bond  SF 274 Reinsurance Agree Bond  SF 275 Reinsurance Agree Bond  SF 276 Reinsurance Agree Bond  SF 277 Reinsurance Agree Bond  SF 278 Reinsurance Agree Bond  SF 279 Federal Procureme Individual Contract SF 281 Federal Procureme Summary Contract SF 294 Subcontracting Res SF 295 Summary Subc	actor's Optional Use).	SF 1432	Inventory Schedule D (Special Tooling and Special		
SF LLL Disclosure of Lob SF LLL-A Disclosure of Lob Sheet SF 18 Request for Quota SF 24 Bid Bond SF 25 Performance Bond SF 26 Affidavit of Indivi- SF 33 Solicitation, Offer SF 34 Annual Bid Bond SF 35 Annual Performan SF 129 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procurement Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcontract SF 295 Summary Subcontract SF 295 Summary Subcontract SF 296 Summary Subcontract SF 297 States SF 298 Summary Subcontraction SF 298 Summary Subcont	actor's Optional Ose).		Test Equipment)		
SF LLL Disclosure of Lob SF LLL-A Disclosure of Lob Sheet SF 18 Request for Quota SF 24 Bid Bond SF 25 Performance Bond SF 28 Affidavit of Indivi SF 33 Solicitation, Offer SF 34 Annual Bid Bond SF 35 Annual Performan SF 129 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procurement Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Re SF 295 Summary Subcontract SF 295 Summary Subcontract SF 295 Summary Subcontract SF 296 Summary Subcontract SF 297 States SF 298 Summary Subcontract SF	Control Donos Joseffee	SF 1433	Inventory Schedule D—Continuation Sheet (Specia		
SF LLL-A Disclosure of Lob Sheet SF 18 Request for Quota SF 24 Bid Bond SF 25 Performance Bond SF 25 Payment Bond SF 28 Affidavit of Indivi- SF 33 Solicitation, Offer SF 34 Annual Bid Bond SF 35 Annual Performar SF 129 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre Bond SF 276 Reinsurance Agre States SF 277 Federal Procurement Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcontraction SF 281 Service Agre Summary Subcontraction SF 294 Subcontracting Res SF 295 Summary Subcontraction SF 281 Service Agre SF 295 Summary Subcontraction SF 295 Summary Subcontraction SF 281 Service Agre SF 281 Service Agre SF 282 Summary Subcontraction SF 283 Summary Subcontraction SF 284 Service Agre SF 285 Summary Subcontraction SF 285 Summary Subcontraction SF 286 Service Agre SF 287 Service Agre SF 288 SF 289 Summary Subcontraction SF 288 SF 289 Service Agree SF 289 Summary Subcontraction SF 289 Service Agree SF 289 Service Agree SF 289 Service Agree SF 280			Tooling and Special Test Equipment)		
Sheet SF 18 Request for Quota SF 24 Bid Bond SF 25 Performance Bond SF 25A Payment Bond SF 28 Affidavit of Indivi SF 33 Solicitation, Offer SF 34 Annual Bid Bond SF 35 Annual Performan SF 129 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procureme Individual Contract SF 281 Federal Procureme Summary Contract SF 294 Subcontracting Re SF 295 Summary Subcontracting Re SF 295		SF 1434	Termination Inventory Schedule E (Short Form Form)		
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SF 28 Affidavit of Indivises SF 33 Solicitation, Offer SF 34 Annual Bid Bond Annual Performar SF 129 Solicitation Mailing SF 273 Reinsurance Agree Performance Bond Reinsurance Agree Bond SF 274 Reinsurance Agree Bond SF 275 Reinsurance Agree States SF 279 Federal Procurement Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcontraction SF 294 Subcontracting Res SF 295 Subcontra	a		Contracts		
SF 33 Solicitation, Offer SF 34 Annual Bid Bond Annual Performar SF 129 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond Reinsurance Agre Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procurem Individual Contract SF 281 Federal Procurem Summary Contract SF 294 Subcontracting Re SF 295 Summary Subcontracting Research Procurem Summary Subcontracting Summary Subcontracting Summary Subcontracting Summa	:1 10	SF 1438	Settlement Proposal (Short Form)		
SF 34 Annual Bid Bond SF 35 Annual Performar SF 129 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procurement Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcontraction SF 295 Summary Subcontraction SF 35 Annual Bid Bond Annual Bid Bond Annual Bid Bond Bond SF 295 Subcontraction Res Solicitation Mailin Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procurement Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcontraction SF 295 Summary Subcontraction SF 296 Subcontraction SF 297 Subcontraction SF 298 Subcontraction SF 298 Summary Subcontraction SF 299 Subcontraction SF 290 Subcont		SF 1439	Schedule of Accounting Information		
SF 35 Annual Performar SF 129 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procurement Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcontraction SF 295 Summary Subcontraction SP 296 Solicitation Mailin Reinsurance Agre Bond SF 279 Federal Procurement Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcontraction SF 295 Summary Subcontraction SF 296 Solicitation Mailin Solicitation		SF 1440	Application for Partial Payment		
SF 129 Solicitation Mailin SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procurement Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Reinsurance SF 295 Summary Subcontraction SF 295 Summary Subcontraction SF 295 Summary Subcontraction SF 275 Reinsurance Agre ST 276 Reinsurance Agre Bond SF 277 Reinsurance Agre ST 278 Reinsurance Agre Bond SF 279 Federal Procurement Summary Contract SF 294 Subcontracting Reinsurance SF 295 Summary Subcontraction SF 270 Reinsurance Agre Bond SF 271 Reinsurance Agre Bond SF 272 Reinsurance Agre Bond SF 273 Reinsurance Agre Bond SF 275 Reinsurance Agre Bond SF 275 Reinsurance Agre Bond SF 276 Reinsurance Agre Bond SF 277 Reinsurance Agre Bond SF 278 Reinsurance Agre Bond SF 279 Federal Procurement SF 281 Federal Procurement SUMMARY SUBCONTRACTION SF 281 Subcontraction SF 281 Subcontraction SF 282 Subcontraction SF 283 Subcontraction SF 284 Subcontraction SF 285		SF 1445	Labor Standards Interview		
SF 273 Reinsurance Agre Performance Bond SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procurement Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcontracting Res		SF 1449	Solicitation/Contract/Order for Commercial Items		
Performance Bond Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procurement Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Reinsurance Agre States SF 295 Summary Subcontractions SF 295 Summary Subcontractions		OF 90	Release of Lien on Real Property		
SF 274 Reinsurance Agre Bond SF 275 Reinsurance Agre States SF 279 Federal Procurement Individual Contractors SF 281 Federal Procurement Summary Contractors SF 294 Subcontracting Res SF 295 Summary Subcontractors		OF 91	Release of Personal Property from Escrow		
Bond SF 275 Reinsurance Agre States SF 279 Federal Procurement Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcontracting Res		OF 307	Contract Award		
SF 275 Reinsurance Agre States SF 279 Federal Procureme Individual Contract SF 281 Federal Procureme Summary Contract SF 294 Subcontracting Re SF 295 Summary Subcontracting Reserved Subcontracting Reserved Served	eement for a Miller Act Payment	OF 308	Solicitation and Offer—Negotiated Acquisition		
States SF 279 Federal Procurement Individual Contract Federal Procurement Summary Contract SF 294 SF 295 Summary Subcontracting Results SF 295 Summary Subcontracting Results SF 295		OF 309	Amendment of Solicitation		
SF 279 Federal Procurement Individual Contract Federal Procurement Summary Contract SF 294 Subcontracting Research SF 295 Summary SF 29	eement in Favor of the United	OF 312	Small Disadvantaged Business Participation Repor		
Individual Contract SF 281 Federal Procurement Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcontraction		OF 347	Order for Supplies or Services		
SF 281 Federal Procurems Summary Contract SF 294 Subcontracting Res SF 295 Summary Subcontraction	nent Data System (FPDS)—				
Summary Contracting Research SF 294 Subcontracting Research SF 295 Summary Subcontracting Research Structure Subcontracting Research Summary Subcontracting Research Summary Subcontracting Research Summary Contract Summary Contr		53.000	53.000 Scope of part.		
SF 294 Subcontracting Re SF 295 Summary Subcon	nent Data System (FPDS)—		This part—		
SF 295 Summary Subcom	ct Action Report (\$25,000 or Less)	(a) Prescribes standard forms (SF's) and reference			
	eport for Individual Contracts	optional forms (OF's) and agency-prescribed forms for us			
	of Prospective Contractor	-	in acquisition;		
(General)		(b) Contains requirements and information generally			
SF 1404 Preaward Survey of Technical	of Prospective Contractor—		e to the forms; and astrates the forms.		

#### 53.001 Definitions.

"Exception," as used in this part, means an approved departure from the established design, content, printing specifications, or conditions for use of any standard form.

### Subpart 53.1—General

### 53.100 Scope of subpart.

This subpart contains requirements and information generally applicable to the forms prescribed in this regulation.

### 53.101 Requirements for use of forms.

The requirements for use of the forms prescribed or referenced in this part are contained in Parts 1 through 52, where the subject matter applicable to each form is addressed. The specific location of each requirement is identified in Subpart 53.2.

#### 53.102 Current editions.

The form prescriptions in Subpart 53.2 and the illustrations in Subpart 53.3 contain current edition dates. Contracting officers shall use the current editions unless otherwise authorized under this regulation.

### 53.103 Exceptions.

Agencies shall not-

- (a) Alter a standard form prescribed by this regulation; or
- (b) Use for the same purpose any form other than the standard form prescribed by this regulation without receiving in advance an exception to the form.

### 53.104 Overprinting.

Standard and optional forms (obtained as required by 53.107) may be overprinted with names, addresses, and other uniform entries that are consistent with the purpose of the form and that do not alter the form in any way. Exception approval for overprinting is not needed.

### 53.105 Computer generation.

- (a) Agencies may computer-generate the Standard and Optional Forms prescribed in the FAR without exception approval (see 53.103), provided—
- (1) The form is in an electronic format that complies with Federal Information Processing Standard Number 161; or
- (2) There is no change to the name, content, or sequence of the data elements, and the form carries the Standard or Optional Form number and edition date.
- (b) The forms prescribed by this Part may be computer generated by the public. Unless prohibited by agency regulations, forms prescribed by agency FAR supplements may also be computer generated by the public. Computer generated forms shall either comply with Federal Information

Processing Standard Number 161 or shall retain the name, content, or sequence of the data elements, and shall carry the Standard or Optional Form or agency number and edition date (see 53.111).

## 53.106 Special construction and printing.

Contracting offices may request exceptions (see 53.103) to standard forms for special construction and printing. Examples of common exceptions are as follows:

	SPECIAL CONSTRUCTION
STANDARD FORMS	AND PRINTING
(a) SF 18—	(1) With vertical lines omitted (for listing of supplies and services, unit, etc.);
	(2) As reproducible masters; and/or
	(3) In carbon interleaved pads or sets.
(b) SF's 26, 30, 33, 1447—	As die-cut stencils or reproducible masters.
(c) SF 44—	(1) With serial numbers and contracting office name and address; and/or
(d) SF 1442—	and/or  (2) On special weight of paper and with the type of construction, number of sets per book, 2and number of parts per set as specified by the contracting officer. (Executive agencies may supplement the administrative instructions on the inside front cover of the book.)  (1) As die-cut stencils or reproducible masters; and/or  (2) With additional wording as required by the executive
	agency. (However, the sequence and wording of the items appear- ing on the prescribed form should not be altered.

### 53.107 Obtaining forms.

- (a) Executive agencies shall obtain standard and optional forms from the General Services Administration (GSA) by using GSA Supply Catalog—Office Products (see 41 CFR 101-26.302). Standard forms adapted for computer preparation (see 53.105) or with special construction and printing (see 53.106) that are not available from GSA may be ordered directly from the Government Printing Office (GPO).
- (b) Contractors and other parties may obtain standard and optional forms from the Superintendent of Documents,

PART 53—FORMS 53.205-1

- GPO, Washington, DC 20402. Standard and optional formsnot available from the Superintendent of Documents may be obtained from the prescribing agency.
- (c) Agency forms may be obtained from the prescribing agency.

# 53.108 Recommendations concerning forms.

Users of this regulation may recommend new forms or the revision, elimination, or consolidation of the forms prescribed or referenced in this regulation. Recommendations from within an executive agency shall be submitted to the cognizant council in accordance with agency procedures. Recommendations from other than executive agencies should be submitted directly to the FAR Secretariat.

### 53.109 Forms prescribed by other regulations.

Certain forms referred to in Subpart 53.2 are prescribed in other regulations and are specified by the FAR for use in acquisition. For each of these forms, the prescribing agency is identified by means of a parenthetical notation after the form number. For example, SF 1165, which is prescribed by the General Accounting Office (GAO), is identified as SF 1165 (GAO).

#### 53.110 Continuation sheets.

Except as may be otherwise indicated in the FAR, all standard forms prescribed by the FAR may be continued on (a) plain paper of similar specification, or (b) specially constructed continuation sheets (*e.g.*, OF 336). Continuation sheets shall be annotated in the upper right-hand corner with the reference number of the document being continued and the serial page number.

## 53.111 Contract clause.

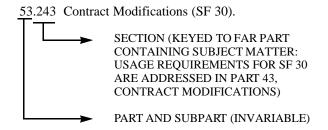
Contracting officers shall insert the clause at 52.253-1, Computer Generated Forms, in solicitations and contracts that require the contractor to submit data on Standard or Optional Forms prescribed by this regulation; and, unless prohibited by agency regulations, forms prescribed by agency supplements.

# **Subpart 53.2—Prescription of Forms**

### 53.200 Scope of subpart.

This subpart prescribes standard forms and references optional forms and agency-prescribed forms for use in acquisition. Consistent with the approach used in Subpart 52.2, this subpart is arranged by subject matter, in the same order as, and keyed to, the parts of the FAR in which the form usage requirements are addressed. For example, forms addressed in FAR Part 14, Sealed Bidding, are treated in this subpart in section 53.214, Sealed Bidding; forms addressed in FAR Part 43, Contract Modifications, are treated in this

subpart in section 53.243, Contract modifications. The following example illustrates how the subjects are keyed to the parts in which they are addressed:



### 53.201 Federal acquisition system.

# 53.201-1 Contracting authority and responsibilities (SF 1402).

SF 1402 (10/83), Certificate of Appointment. SF 1402 is prescribed for use in appointing contracting officers, as specified in 1.603-3.

### 53.202 —53.203 [Reserved]

### 53.204 Administrative matters.

# 53.204-1 Safeguarding classified information within industry (DD Form 254, DD Form 441).

The following forms, which are prescribed by the Department of Defense, shall be used by agencies covered by the Defense Industrial Security Program if contractor access to classified information is required, as specified in Subpart 4.4 and the clause at 52.204-2:

- (a) DD Form 254 (Department of Defense (DOD)), Contract Security Classification Specification. (See 4.403(c)(1).)
- (b) *DD Form 441 (DOD), Security Agreement.* (See paragraph (b) of the clause at 52.204-2.)

### 53.204-2 Contract reporting.

The following forms are prescribed for use by executive agencies in reporting contract actions, as specified in 4.602(c):

- (a) SF 279 (Rev. 10/00), Federal Procurement Data System (FPDS)—Individual Contract Action Report. (See 4.602(c).)
- (b) SF 281 (Rev. 10/00), Federal Procurement Data System (FPDS)—Summary Contract Action Report (\$25,000 or Less). (See 4.602(c).)

# 53.205 Publicizing contract actions.

### 53.205-1 Paid advertisements.

SF 1449, prescribed in 53.212, shall be used to place orders for paid advertisements as specified in 5.503.

### 53.206 — 53.208 [Reserved]

### 53.209 Contractor qualifications.

### 53.209-1 Responsible prospective contractors.

The following forms are prescribed for use in conducting preaward surveys of prospective contractors, as specified in 9.106-1, 9.106-2, and 9.106-4:

- (a) SF 1403 (Rev. 9/88), Preaward Survey of Prospective Contractor (General). SF 1403 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (b) SF 1404 (Rev. 9/88), Preaward Survey of Prospective Contractor—Technical. SF 1404 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (c) SF 1405 (Rev. 9/88), Preaward Survey of Prospective Contractor—Production. SF 1405 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (d) SF 1406 (Rev. 11/97), Preaward Survey of Prospective Contractor—Quality Assurance. SF 1406 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (e) SF 1407 (Rev. 9/88), Preaward Survey of Prospective Contractor—Financial Capability. SF 1407 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (f) SF 1408 (Rev. 9/88), Preaward Survey of Prospective Contractor—Accounting System. SF 1408 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.

# 53.210—53.211 [Reserved]

### 53.212 Acquisition of commercial items.

SF 1449 (10/95 Ed.), Solicitation/Contract/Order for Commercial Items. SF 1449 is prescribed for use in solicitations and contracts for commercial items. Agencies may prescribe additional detailed instructions for use of the form.

# 53.213 Simplified acquisition procedures (SF's 18, 30, 44, 1165, 1449, and OF's 336, 347, and 348).

The following forms are prescribed as stated in this section for use in simplified acquisition procedures, orders under existing contracts or agreements, and orders from required sources of supplies and services:

(a) SF 18 (Rev. 6/95), Request for Quotations, or SF 1449 (10/95 Ed.), Solicitation/Contract/Order for Commercial Items. SF 18 is prescribed for use in obtaining price, cost, delivery, and related information from suppliers

- as specified in 13.307(b). SF 1449, as prescribed in 53.212, or other agency forms/automated formats, may also be used to obtain price, cost, delivery, and related information from suppliers as specified in 13.307(b).
- (b) SF 30 (Rev. 10/83), Amendment of Solicitation/Modification of Contract. SF 30, prescribed in 53.243, may be used for modifying purchase orders, as specified in 13.307(c)(3).
- (c) SF 44 (Rev. 10/83), Purchase Order Invoice Voucher. SF 44 is prescribed for use in simplified acquisition procedures, as specified in 13.306.
- (d) SF 1165 (6/83 Ed.), Receipt for Cash-Subvoucher. SF 1165 (GAO) may be used for imprest fund purchases, as specified in 13.307(e).
- (e) *OF 336 (4/86 Ed.), Continuation Sheet.* OF 336, prescribed in 53.214(h), may be used as a continuation sheet in solicitations, as specified in 13.307(c)(1).
- (f) SF 1449, (10/95 Ed.) Solicitation/Contract/Order for Commercial Items prescribed in 53.212, OF 347 (Rev. 6/95), Order for Supplies or Services, and OF 348 (10/83 Ed.), Order for Supplies or Services—Schedule Continuation. SF 1449, OF's 347 and 348 (or approved agency forms/automated formats) may be used as follows:
- (1) To accomplish acquisitions under simplified acquisition procedures, as specified in 13.307.
- (2) To establish blanket purchase agreements (BPA's), as specified in 13.303-2, and to make purchases under BPA's, as specified in 13.303-5.
- (3) To issue orders under basic ordering agreements, as specified in 16.703(d)(2)(i).
- (4) As otherwise specified in this chapter (*e.g.*, see 5.503(a)(2), 8.405-2, 36.701(c), and 51.102(e)(3)(ii)).

### 53.214 Sealed bidding.

The following forms are prescribed for use in contracting by sealed bidding (except for construction and architectengineer services):

- (a) SF 26 (4/85), Award/Contract. SF 26 is prescribed for use in awarding sealed bid contracts for supplies or services in which bids were obtained on SF 33, Solicitation, Offer and Award, as specified in 14.408-1(d)(1). Pending issuance of a new edition of the form, the reference in "block 1" should be amended to read "15 CFR 700".
- (b) SF 30, Amendment of Solicitation/Modification of Contract. SF 30, prescribed in 53.243, shall be used in amending invitations for bids, as specified in 14.208(a).
- (c) SF 33 (Rev. 9/97), Solicitation, Offer and Award. SF 33 is prescribed for use in soliciting bids for supplies or services and for awarding the contracts that result from the bids, as specified in 14.201-2(a)(1), unless award is accomplished by SF 26.

PART 53—FORMS 53.222

- (d) SF 1447 (5/88 Ed.), Solicitation/Contract. SF 1447 is prescribed for use in soliciting supplies or services and for awarding contracts that result from the bids. It shall be used when the simplified contract format is used (see 14.201-9) and may be used in place of the SF 26 or SF 33 with other solicitations and awards. Agencies may prescribe additional detailed instructions for use of the form.
- (e) SF 129 (Rev. 12/96), Solicitation Mailing List Application. SF 129 is prescribed for use in establishing and maintaining lists of potential sources, as specified in 14.205-1(d).
- (f) SF 1409 (Rev. 9/88), Abstract of Offers, and SF 1410 (9/88), Abstract of Offers—Continuation. SF 1409 and SF 1410 are prescribed for use in recording bids, as specified in 14.403(a).
- (g) OF 17 (Rev. 12/93), Offer Label. OF 17 may be furnished with each invitation for bids to facilitate identification and handling of bids, as specified in 14.202-3(b).
- (h) *OF 336 (Rev. 3/86), Continuation Sheet.* OF 336 may be used as a continuation sheet in solicitations, as specified in 14.201-2(b).

### 53.215 Contracting by negotiation.

#### 53.215-1 Solicitation and receipt of proposals.

The following forms are prescribed, as stated in the following paragraphs, for use in contracting by negotiation (except for construction, architect-engineer services, or acquisitions made using simplified acquisition procedures):

- (a) SF 26 (Rev. 4/85), Award/Contract. SF 26, prescribed in 53.214(a), may be used in entering into negotiated contracts in which the signature of both parties on a single document is appropriate, as specified in 15.509.
- (b) SF 30 (Rev. 10/83), Amendment of Solicitation/Modification of Contract. SF 30, prescribed in 53.243, may be used for amending requests for proposals and for amending requests for information, as specified in 15.210(b).
- (c) SF 33 (Rev. 9/97), Solicitation, Offer and Award. SF 33, prescribed in 53.214(c), may be used in connection with the solicitation and award of negotiated contracts. Award of such contracts may be made by either OF 307, SF 33, or SF 26, as specified in 53.214(c) and 15.509.
- (d) *OF 17 (Rev. 12/93), Offer Label.* OF 17 may be furnished with each request for proposals to facilitate identification and handling of proposals, as specified in 15.210(c).
- (e) *OF 307 (Rev. 9/97), Contract Award.* OF 307 may be used to award negotiated contracts as specified in 15.509.
- (f) OF 308 (Rev. 9/97), Solicitation and Offer-Negotiated Acquisition. OF 308 may be used to support solicitation of negotiated contracts as specified in 15.210(a). Award of such contracts may be made by OF 307, as specified in 15.509.

(g) *OF 309 (Rev. 9/97), Amendment of Solicitation.* OF 309 may be used to amend solicitations of negotiated contracts, as specified in 15.210(b).

### 53.216 Types of contracts.

# 53.216-1 Delivery orders and orders under basic ordering agreements (OF 347).

OF 347, Order for Supplies or Services. OF 347, prescribed in 53.213(f) (or an approved agency form), may be used to place orders under indefinite delivery contracts and basic ordering agreements, as specified in 16.703(d)(2)(i).

### 53.217—53.218 [Reserved]

### 53.219 Small business programs.

The following standard forms are prescribed for use in reporting small, small disadvantaged and women-owned small business subcontracting data, as specified in Part 19:

- (a) SF 294 (Rev. 10/00), Subcontracting Report for Individual Contracts. (See 19.704(a)(10).) SF 294 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the loose-leaf edition of the FAR.
- (b) SF 295 (Rev. 10/00), Summary Subcontract Report. (See 19.704(a)(10).) SF 295 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (c) OF 312 (10/00), Small Disadvantaged Business Participation Report. (See Subpart 19.12.)

#### 53.220—53.221 [Reserved]

# 53.222 Application of labor laws to Government acquisitions (SF's 99, 308, 1093, 1413, 1444, 1445, 1446, WH-347).

The following forms are prescribed as stated below, for use in connection with the application of labor laws:

- (a) [Reserved]
- (b) SF 99 (DOL), Notice of Award of Contract.
- (c) SF 308 (DOL) (5/85 Ed.), Request for Determination and Response to Request. (See 22.404-3(a) and (b).)
- (d) SF 1093 (GAO) (10/71 Ed.), Schedule of Withholdings under the Davis-Bacon Act and/or the Contract Work Hours and Safety Standards Act. (See 22.406-9(c)(1).)
- (e) SF 1413 (Rev. 6/89), Statement and Acknowledgment. SF 1413 is prescribed for use in obtaining contractor acknowledgment of inclusion of required clauses in subcontracts, as specified in 22.406-5. Pending issuance of a new edition of the form, the "prescribed by" reference at the bottom right of the form is revised to read "53.222(e)".
- (f) SF 1444 (10/87 Ed.), Request for Authorization of Additional Classification and Rate. (See 22.406-3(a) and 22.1019.)

- (g) SF 1445 (Rev. 12/96), Labor Standards Interview. (See 22.406-7(b).)
- (h) SF 1446 (10/87 Ed.), Labor Standards Investigation Summary Sheet. (See 22.406-8(d).)
- (i) Form WH-347 (DOL), Payroll (For Contractor's Optional Use). (See 22.406-6(a).)

### 53.223—53.227 [Reserved]

#### 53.228 Bonds and insurance.

The following standard forms are prescribed for use for bond and insurance requirements, as specified in Part 28:

- (a) SF 24 (Rev. 10/98) Bid Bond. (See 28.106-1.) SF 24 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (b) SF 25 (Rev. 5/96) Performance Bond. (See 28.106-1(b).) SF 25 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (c) SF 25-A (Rev. 10/98) Payment Bond. (See 28.106-1(c).) SF 25-A is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (d) SF 25-B (Rev. 10/83), Continuation Sheet (For Standard Forms 24, 25, and 25-A). (See 28.106-1(c).)
- (e) SF 28 (Rev. 6/96) Affidavit of Individual Surety. (See 28.106-1(e) and 28.203(b).) SF 28 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (f) SF 34 (Rev. 1/90), Annual Bid Bond. (See 28.106-1(f).) SF 34 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (g) SF 35 (Rev. 1/90), Annual Performance Bond. (See 28.106-1.) SF 35 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (h) SF 273 (Rev. 10/98) Reinsurance Agreement for a Miller Act Performance Bond. (See 28.106-1(h) and 28.202-1(a)(4).) SF 273 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (i) SF 274 (Rev. 10/98) Reinsurance Agreement for a Miller Act Payment Bond. (See 28.106-1(i) and 28.202-1(a)(4).) SF 274 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (j) SF 275 (Rev. 10/98) Reinsurance Agreement in Favor of the United States. (See 28.106-1(j) and 28.202-1(a)(4).) SF 275 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.

- (k) SF 1414 (Rev. 10/93), Consent of Surety. SF 1414 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (1) SF 1415 (Rev. 7/93), Consent of Surety and Increase of Penalty. (See 28.106-1(1).) SF 1415 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (m) SF 1416 (Rev. 10/98) Payment Bond for Other than Construction Contracts. (See 28.106-1(m).) SF 1416 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (n) SF 1418 (Rev. 2/99) Performance Bond For Other Than Construction Contracts. (See 28.106-1(n).) SF 1418 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (o) OF 90 (Rev. 1/90), Release of Lien on Real Property. (See 28.106-1(o) and 28.203-5(a).) OF 90 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (p) OF 91 (1/90 Ed.), Release of Personal Property from Escrow. (See 28.106-1(p) and 28.203-5(a).) OF 91 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.

### 53.229 Taxes (SF's 1094, 1094-A).

SF 1094 (Rev. 12/96), U.S. Tax Exemption Form, and SF 1094-A (Rev. 12/96), Tax Exemption Forms Accountability Record. SF's 1094 and 1094-A are prescribed for use in establishing exemption from State or local taxes, as specified in 29.302(b).

### 53.230—53.231 [Reserved]

## 53.232 Contract financing (SF 1443).

SF 1443 (10/82), Contractor's Request for Progress Payment. SF 1443 is prescribed for use in obtaining contractors' requests for progress payments, as specified in 32.503-1.

### 53.233—52.234 [Reserved]

# 53.235 Research and development contracting (SF 298).

SF 298 (2/89), Report Documentation Page. SF 298 is prescribed for use in submitting scientific and technical reports to contracting officers and to technical information libraries, as specified in 35.010.

#### 53.236 Construction and architect-engineer contracts.

### 53.236-1 Construction.

The following forms are prescribed, as stated below, for use in contracting for construction, alteration, or repair, or dismantling, demolition, or removal of improvements.

- (a) SF 1417 (Rev. 8/90), Presolicitation Notice (Construction Contract). SF 1417 is prescribed for use in notifying prospective offerors of solicitations estimated to be \$100,000 or more and may be used if the proposed contract is estimated to be less than \$100,000, as specified in 36.701(a).
- (b) SF 1420 (10/83 Ed.), Performance Evaluation—Construction Contracts. SF 1420 is prescribed for use in evaluating and reporting on the performance of construction contractors within approved dollar thresholds and as otherwise specified in 36.701(e).
  - (c)—(d) [Reserved]
- (e) SF 1442 (4/85 Ed.), Solicitation, Offer and Award (Construction, Alteration, or Repair). SF 1442 is prescribed for use in soliciting offers and awarding contracts expected to exceed the simplified acquisition threshold for—
  - (1) Construction, alteration, or repair; or
- (2) Dismantling, demolition, or removal of improvements (and may be used for contracts within the simplified acquisition threshold), as specified in 36.701(b).
- (f) *OF 347 (Rev. 6/95), Order for Supplies or Services.* OF 347, prescribed in 53.213(f) (or an approved agency form), may be used for contracts under the simplified acquisition threshold for—
  - (1) Construction, alteration, or repair; or
- (2) Dismantling, demolition, or removal of improvements, as specified in 36.701(c).
- (g) OF 1419 (11/88 Ed.), Abstract of Offers—Construction, and OF 1419A (11/88 Ed.), Abstract of Offers—Construction, Continuation Sheet. OF's 1419 and 1419Aare prescribed for use in recording bids (and may be used for recording proposal information), as specified in 36.701(d).

# 53.236-2 Architect-engineer services (SF's 252, 254, 255, 1421).

The following forms are prescribed for use in contracting for architect-engineer and related services:

- (a) SF 252 (Rev. 10/83), Architect-Engineer Contract. SF 252 is prescribed for use in awarding fixed-price contracts for architect-engineer services, as specified in 36.702(a). Pending issuance of a new edition of the form, Block 8, Negotiation Authority, is deleted.
- (b) SF 254 (Rev. 11/92), Architect-Engineer and Related Services Questionnaire. SF 254 is prescribed for use to obtain information from architect-engineer firms regarding their professional qualifications, as specified in 36.702(b)(1).
- (c) SF 255 (Rev. 11/92), Architect-Engineer and Related Services Questionnaire for Specific Project. SF 255 is prescribed for use within approved dollar thresholds and as otherwise specified in 36.702(b)(2), whenever an agency requires information to supplement the SF 254 regarding the prospective firm's qualifications for a particular architect-engineer project.

(d) SF 1421 (10/83 Ed.), Performance Evaluation (Architect-Engineer). SF 1421 is prescribed for use in evaluating and reporting on the performance of architect-engineer contractors within approved dollar thresholds and as otherwise specified in 36.702(c).

### 53.237—53.241 [Reserved]

#### 53.242 Contract administration.

# 53.242-1 Novation and change-of-name agreements (SF 30).

SF 30, Amendment of Solicitation/Modification of Contract. SF 30, prescribed in 53.243, shall be used in connection with novation and change of name agreements, as specified in 42.1203(h).

### 53.243 Contract modifications (SF 30).

SF 30 (Rev. 10/83), Amendment of Solicitation/Modification of Contract. SF 30 is prescribed for use in amending invitation for bids, as specified in 14.208; modifying purchase and delivery orders, as specified in 13.302-3; and modifying contracts, as specified in 42.1203(h), 43.301, 49.602-5, and elsewhere in this regulation. The form may also be used to amend solicitations for negotiated contracts, as specified in 15.210(b). Pending the publication of a new edition of the form, Instruction (b), Item 3 (effective date), is revised in paragraphs (3) and (5) as follows:

(b) Item 3 (effective date).

\* \* \* \* \*

(3) For a modification issued as a confirming notice of termination for the convenience of the Government, the effective date of the confirming notice shall be the same as the effective date of the initial notice.

\* \* \* \* \*

(5) For a modification confirming the termination contracting officer's previous letter determination of the amount due in settlement of a contract termination for convenience, the effective date shall be the same as the effective date of the previous letter determination.

### **53.244** [Reserved]

### 53.245 Government property.

The following forms are prescribed, as specified below, for use in reporting, redistribution, and disposal of contractor inventory (defined in 45.601) and in accounting for this property:

- (a) SF 120 (GSA), Report of Excess Personal Property, and SF 120-A (GSA), Continuation Sheet (Report of Excess Personal Property). (See 45.608-2(b)(2) and 45.608-8.)
- (b) SF 126 (GSA), Report of Personal Property for Sale, and SF 126-A (GSA), Report of Personal Property for Sale (Continuation Sheet). (See 45.610-1(c).)
- (c) SF 1423 (Rev. 12/96), Inventory Verification Survey. (See 45.606-3(b).)
- (d) *SF 1424 (Rev. 7/89), Inventory Disposal Report.* (See 45.615.) SF 1424 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
  - (e) [Reserved]
- (f) SF 1426 (Rev. 12/96), Inventory Schedule A (Metals in Mill Product Form), and SF 1427 (Rev. 7/89), Inventory Schedule A-Continuation Sheet (Metals in Mill Product Form). (See 45.606 and 49.602-2(e).) Standard Form 1426 and Standard Form 1427 are authorized for local reproduction and copies are furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (g) SF 1428 (Rev. 12/96), Inventory Schedule B, and SF 1429 (Rev. 7/89), Inventory Schedule B-Continuation Sheet. (See 45.606 and 49.602-2(b).) Standard Form 1428 and Standard Form 1429 are authorized for local reproduction and copies are furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (h) SF 1430 (Rev. 12/96), Inventory Schedule C (Work-in-Process) and SF 1431 (Rev. 7/89), Inventory Schedule C-Continuation Sheet (Work-in-Process). (See 45.606 and 49.602-2(c).) Standard Form 1430 and Standard Form 1431 are authorized for local reproduction and copies are furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (i) SF 1432 (Rev. 12/96), Inventory Schedule D (Special Tooling and Special Test Equipment), and SF 1433 (Rev. 7/89), Inventory Schedule D-Continuation Sheet (Special Tooling and Special Test Equipment). (See 45.606 and 49.602-2(d).) Standard Form 1432 and Standard Form 1433 are authorized for local reproduction and copies are furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (j) SF 1434 (Rev. 12/96), Termination Inventory Schedule E (Short Form For Use With SF 1438 Only). (See 45.606 and 49.602-2(e).) Standard Form 1434 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.

#### **53.246** [Reserved]

# 53.247 Transportation (U.S. Government Bill of Lading).

The U.S. Government Bill of Lading, prescribed in 41 CFR 101-41.304, shall be used for transportation of property, as specified in 47.103.

### **53.248** [Reserved]

### 53.249 Termination of contracts.

- (a) The following forms are prescribed for use in connection with the termination of contracts, as specified in Subpart 49.6:
- (1) SF 1034 (GAO), Public Voucher for Purchases and Services Other than Personal. (See 49.302(a).)
- (2) SF 1435 (Rev. 9/97), Settlement Proposal (Inventory Basis). (See 49.602-1(a).) Standard Form 1435 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (3) SF 1436 (Rev. 9/97), Settlement Proposal (Total Cost Basis). (See 49.602-1(b).) Standard Form 1436 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (4) SF 1437 (Rev. 9/97), Settlement Proposal for Cost-Reimbursement Type Contracts. (See 49.602-1(c) and 49.302.) Standard Form 1437 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (5) SF 1438 (Rev. 7/89), Settlement Proposal (Short Form). (See 49.602-1(d).) Standard Form 1438 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (6) SF 1439 (Rev. 7/89), Schedule of Accounting Information. (See 49.602-3.) Standard Form 1439 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (7) SF 1440 (Rev. 7/89), Application for Partial Payment. (See 49.602-4.) Standard Form 1440 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.
- (b) The inventory schedule forms prescribed in 53.245(f) through (j) shall be used to support termination settlement proposals listed in paragraph (a), above, as specified in 49.602-2.

### **53.250** [Reserved]

# 53.251 Contractor use of Government supply sources (OF 347).

*OF 347, Order for Supplies or Services.* OF 347, prescribed in 53.213(f), may be used by contractors when requisitioning from the VA, as specified in 51.102(e)(3)(ii).

# **Subpart 53.3—Illustration of Forms**

# 53.300 Scope of subpart.

This subpart contains illustrations of forms used in acquisitions.

PART 53—FORMS 53.303

### 53.301 Standard forms.

This section illustrates the standard forms that are specified by the FAR for use in acquisitions. The forms are illustrated in numerical order. The subsection numbers correspond with the standard form numbers (*e.g.*, Standard Form 18 appears as 53.301-18).

### 53.302 Optional forms.

This section illustrates the optional forms that are speci-

fied by the FAR for use in acquisitions. The numbering system is as indicated in 53.301.

# 53.303 Agency forms.

This section illustrates agency forms that are specified by the FAR for use in acquisitions. The forms are arranged numerically by agency. The numbering system is as indicated in 53.301.

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