

UNIT 46: ISSUING AWARDS AND RELATED NOTICES

October 2003

Duty	Make the contract award and related notifications.
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Conditions	Given the completed contract and related documentation.
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Overall Standard	The contract is properly approved, signed, and executed. Make all required notifications.
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Policies

<i>FAR</i>	<i>Agency Suppl.</i>	<i>Subject</i>
3.104		Violations or possible violations of procurement integrity.
4.1		Contract execution.
4.2		Contract distribution.
4.6		Contract reporting.
4.802		Contract files.
4.803(a)		Contracting office contract files.
4.9		Taxpayer identification number information.
5.3		Synopsis of contract awards.
7.306(a)(4)		Contractor vs. Government performance cost comparison release.
7.306(b)(3)		Contractor vs. Government performance cost comparison release.
13.106-2 13.106-3		Award and documentation under simplified acquisition threshold.
14.408		Award in sealed bidding.
14.409		Information to bidders.
15.503		Notifications to unsuccessful offerors.
15.504		Award to successful offeror.
15.506		Post award debriefing of offerors.
19.304		Notice to SBA of potential awards to offerors with pending SDB applications.
19.705-6		Post-award responsibilities of the Contracting Officer.
52.204-1		Approval of contract.

Other KSAs

1. Knowledge of the law of agency, including creation of the agency relationship, scope of authority, duties and liabilities of the agent, fiduciary relationships, and types of agents, in terms of contract execution.
2. Ability to conscientiously attend to the details involved in issuing contract award.
3. Ability to write clear and concise notifications of contract award.
4. Ability to recall significant facts about the contract solicitation and award process.
5. Ability to maintain the honesty and integrity of the acquisition process.

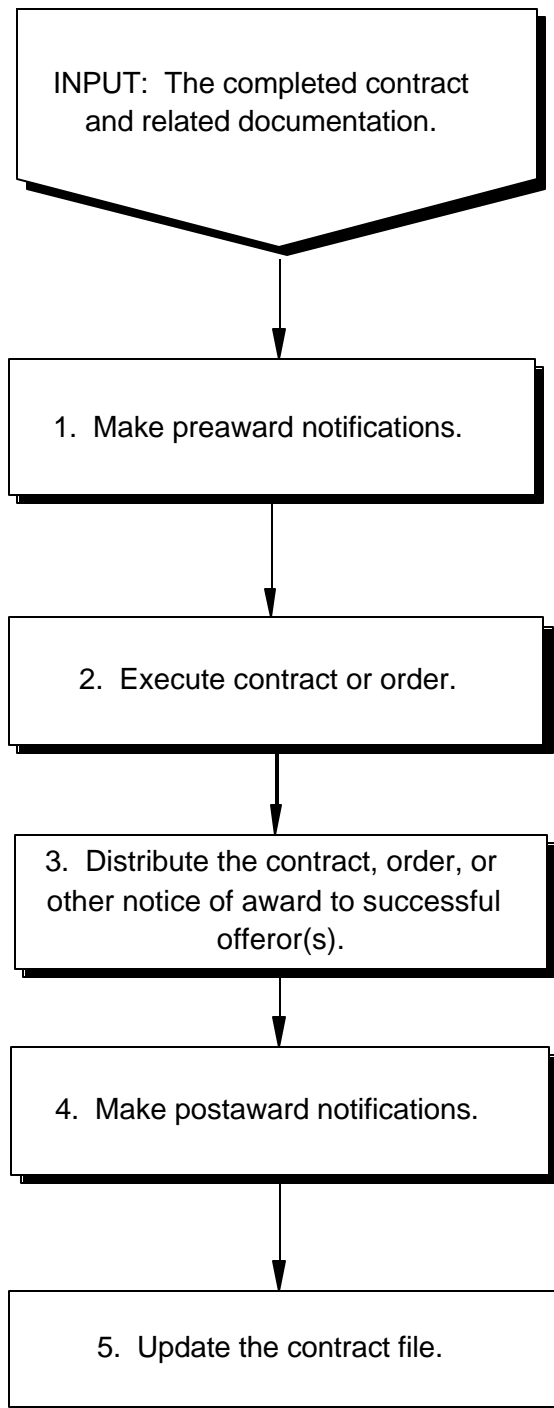
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Other Policies and References (Annotate As Necessary):

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Tasks

Related Standards

Tasks	Related Standards
<p>1. Make preaward notifications.</p>	<p>Notify the Small Business Administration (SBA) of potential awards to an offeror with pending SDB status.</p> <ul style="list-style-type: none"> • If an SBA determination is not received within 15 calendar days after the SBA's receipt of the notification, presume that the offeror(s) referred are not disadvantaged and make award accordingly. • The contracting officer may grant an extension to the 15-day response period. • No written determination is required for award at any point following the expiration of the 15-day response period. <p>When using negotiation procedures:</p> <ul style="list-style-type: none"> • Notify each offeror in writing prior to award, upon completion of negotiations, determinations of responsibility, and, if necessary, SBA notification of potential awards to offerors with pending SDB status: <ul style="list-style-type: none"> - When using a small business set-aside; - When a small disadvantaged business concern receives a benefit based on its disadvantaged status and is the apparently successful offeror; or - When using the HUBZone procedures. • The notice must meet the requirements of FAR 15.503. • Notice is not required: <ul style="list-style-type: none"> - When the Contracting Officer determines in writing that the urgency of the requirement necessitates award without delay; or - For and a contract under the 8(a) program. <p>Unless excluded by FAR 5.303(a), make information available on awards over \$3 million (or other agency-specified dollar amount) in sufficient time for an agency announcement by 5:00 p.m. Washington, DC time on the day of award.</p>

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2. Execute contract or order.	<p>Execute the contract.</p> <ul style="list-style-type: none">• Signatures must conform to the requirements of FAR 4.1.• For sealed bidding, signatures must also conform to the requirements of FAR 14.408-1.• When using negotiated acquisition procedures, signatures must also conform to the requirements of FAR 15.504. <p>Make contract award within the time for acceptance specified in the offer or an extension.</p>
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<p>3. Distribute the contract, order, or other notice of award to successful offeror(s).</p>	<p>Distribute the contract/order electronically or using paper copies within 10 working days after execution by all parties. As a minimum:</p> <ul style="list-style-type: none"> • Distribute simultaneously one signed copy or reproduction of the signed contract to the contractor and the paying office; • When a contract is assigned to another office for contract administration, provide to that office: <ul style="list-style-type: none"> - One copy or reproduction of the signed contract; and - A copy of the contract distribution list, showing those offices that should receive copies of modifications, and any changes to the list as they occur; • Distribute one copy to each accounting and finance office (funding office) whose funds are cited in the contract/order; • When the contract is not assigned for administration but contains a Cost Accounting Standards clause, provide one copy of the contract to the cognizant administrative contracting officer and mark the copy "For Cost Accounting Standards Administration Only"; • Provide one copy of each contract that requires audit service to the appropriate field audit office listed in the "Directory of Federal Contract Audit Offices"; and • Provide copies of contracts to those organizations required to perform contract administration support functions (<i>e.g.</i>, when manufacturing is performed at multiple sites, the contract administration office cognizant of each location). <p>When a notice of award is issued, it must be followed as soon as possible by the formal award.</p>
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Tasks	Related Standards
4. Make post-award notifications.	<p>Notify in writing or electronically:</p> <ul style="list-style-type: none"> • The requiring activity; • Unsuccessful quoters when requested or when notice is required by FAR 5.301; • Unsuccessful bidders within 3 days after contract award following the requirements of FAR 14.409-1; • Unsuccessful offerors in a negotiated acquisition within 3 days after contract award following the requirements of FAR 15.506(b); and • SBA, Department of Labor, and other Government agencies as required. <p>Unless an exemption applies, synopses each contract award exceeding \$25,000 in FedBizOpps following the requirements of FAR 5.302.</p> <p>Input data into the Federal Procurement Data System (FPDS) following agency procedures.</p>
5. Update the contract file.	<p>The contracting activity contract file should conform to the requirements of FAR 4.803(a).</p> <p>It should stand alone as a complete record of the procurement, capable of being reviewed by others without reference to additional documentation.</p>