

ACQUISITION ALERT 05-07

This Acquisition Alert notice is being transmitted to all NOAA Heads of Contracting Offices (HCOs). If you have any questions or comments about the Alert, please contact Don Kraus by email (Don.Kraus@noaa.gov) or by telephone on (301) 713-0833 x140. Please share this message with your acquisition staff.

STANDARD PROVISION FOR CONTRACT DELIVERABLES

In order to ensure that Contractors, Contracting Officers/Contract Specialists, and Contracting Officer Representatives are clear on what deliverables are required under the contract, where they are to be delivered and by when, all solicitations and contracts shall contain a standard provision in Section F (or the equivalent section in commercial item acquisitions) that provides a summary listing of all contract deliverables, including administrative deliverables such as subcontracting reports, bond/insurance certificates, certification and accreditation plans, etc. Attachment A provides the standard provision.

It is recognized that some contracts (e.g., large systems contracts) include provisions that capture deliverables in "Contract Data Requirements Lists" (CDRLs) using Standard Form 1423 which is an acceptable alternative. It is essential, however, when such a provision is included that Section F also include a specific listing of administrative deliverables required by the terms and conditions of the contract or the CDRL include the administrative deliverables as well as the technical deliverables.

In preparing solicitations, the assigned Contract Specialist shall review the Statement of Work/Specifications/Statement of Objective, all other provisions of the solicitation, and all clauses proposed to be incorporated in the resultant contract(s) to establish the contract deliverables. Each of these deliverables shall be identified in the Schedule of Deliverables along with the applicable appropriate designation of quantity to be delivered, the delivery schedule (can be specific dates or standard direction such as "by the 10th of each month), to whom the deliverable is to be delivered (e.g., Contracting Officer, COTR), and a reference to the appropriate section of the terms and conditions where additional information can be obtained regarding the identified deliverable (identify the appropriate designation from the proposed contract schedule). The Contracting Officer is responsible for ensuring that the Schedule of Deliverables includes all proposed deliverables.

At the time of preparing the contract, the Contract Specialist shall determine whether, based on the finalization of the contract terms and conditions, there needs to be any additions or deletions to the solicitation Schedule of Deliverables (e.g., additional deliverables included in the successful offerors' proposal, new clauses that need to be included at time of award). The Contracting Officer is responsible for ensuring that the Schedule of Deliverables includes all deliverables required by the terms and conditions of the contract.

Effective Date: This provision shall be included in all solicitations, and resultant contracts, issued on or after October 1, 2005. Earlier implementation is encouraged.

This Alert shall remain in effect until this direction is included in the NOAA Acquisition Handbook.

Insert the following provision in all solicitations and resultant contracts issued on or after October 1, 2005:

F.1. SCHEDULE OF DELIVERABLES

Following is a schedule of all deliverables, including administrative deliverables, required during the period of performance of this contract:

<u>Item</u>	<u>Description</u>	<u>Qty.</u>	<u>Due Date</u>	<u>Deliver To</u>	<u>Ref.</u>
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[Insert complete list of all deliverables required under the terms and conditions of the contract]