



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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FORT BELVOIR, VIRGINIA 22060-6222

JUN 12 2003

IN REPLY
REFER TO DESC-CPA

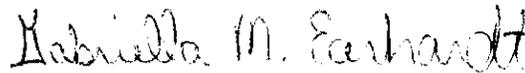
CONTRACTING INSTRUCTION (CI): 03-11
MEMORANDUM FOR CI DISTRIBUTION

SUBJECT: Part 15 Contracting By Negotiation

In an effort to update procedures on contract formatting, the current DEPI coverage contained in Part 15.204-5(b)(101)(a) is being revised to indicate the fill-in clauses contained in the Offeror Submission Package (OSP) will be in full text and duplicates of these clauses contained in the solicitation may be incorporated by reference (IBR).

The amended DEPI coverage is attached to this Contracting Instruction.

This CI is effective immediately and expires upon inclusion in the DEPI. Point of contact is Sherry Wilson, extension 7392.


GABRIELLA M. EARHARDT
DESC Center Senior Procurement Official

Attachment:
DEPI coverage



SUBPART 15.2 - SOLICITATION AND RECEIPT OF PROPOSALS AND INFORMATION

15.204 Contract format.

15.204-2 Part I - The Schedule.

(101) Each solicitation shall include an index of clauses identifying the DESC clause number, clause title and page location of each clause.

15.204-5 Part IV - Representations and Instructions.

(b) (101) The Offeror Submission Package (OSP) method of solicitation and contract document preparation and distribution shall be used for RFPs (except for **simplified acquisitions**) unless written approval has been obtained from DESC-CPA. Submit the Memorandum to DESC-CPA with the subject "Request for Approval to Exclude Solicitation Offeror Submission Package" and include valid justification.

(a) All solicitations will be complete. The OSPs will contain the fill-in clauses in full text. Duplicates of these clauses may be incorporated by reference in the solicitation. The responsibility for determining which clauses must be returned by the offeror to constitute a valid offer is that of the contracting officer and shall be done on a case-by-case basis. The OSP will be listed as an attachment to the solicitation. Both documents will be made available to all interested offerors.

(b) The OSP method involves the return of only a portion of the total solicitation package plus any other applicable forms for inclusion in the executed contract. (See 53.215-1 for further distribution instructions.) OSP cover sheets are maintained by DESC-CPA. When requesting changes to the cover sheets, contract specialists should annotate which program they are requesting changes for. A statement substantially as follows should be annotated on the cover sheet of the OSP: