

INDEX

- Abstract of Bids, 105
- Acceptable Material, 45-46
- Acceptable Quality Level (AQL), 43
- Acquisition Planners, 24-25
- Acquisition Streamlining and Standardization Information System (ASSIST), 39, 45, 369
- Administrative Contracting Officer (ACO), 20-21, 317
- Administrative Dispute Resolution Act, 357
- Advanced Payments, 339-340
- Affidavit of Individual Surety (Standard Form 28), 259-260
- Agency Federal Acquisition Regulation Supplements, 11-13, 367-369
- Agency Forecasts, 59
- Agency Tender Official (ATO), 267, 268-270
- Allocable Costs, 138, 341
- Allowable Costs, 138, 341-342
- Alternate Sources, 30
- Alternative Dispute Resolution (ADR), 357
 - Settlement Judge, 357
 - Minitrial, 357
 - Summary Trial, 357
- Alternative Payment Protections for Construction Contracts, 261
- American Indian Incentive Program, 201
- Amendment of Solicitation/Modification of Contract (Standard Form 30), 102-103, 130, 327, 328
- Amendment of Solicitation (Negotiated Procurements) (Optional Form 309), 131
- Anti-Kickback Enforcement Act, 314-315
- Appeals, 296, 297, 298, 329, 351, 352, 354-356, 357
- Arbitration, 357
- Architect-Engineer Contract (Standard Form 252), 249
- Architect-Engineering Contracts, 245-253, 343
 - Definition, 245-246
 - Traditional Procedures, 246-248
 - Short Selection Processes, 248
 - Two-Phase Design-Build Selection Procedures, 250-252
 - Small Business Competitiveness Demonstration Program, 252-253
- Architect-Engineer Qualifications (Standard Form 330), 246-247
- Audit, 21, 115, 139, 141, 166, 241-242, 342, 358
- Award/Contract (Standard Form 26), 147-149
- Award Notification, 149-150, 186
- Balance of Payments Program, 217
- Basic Ordering Agreement (BOA), 178-179
- Bid Board, 58, 246
- Bid Bond (Standard Form 24), 257
- Bid Guarantee, 257-258
- Bid Opening, 3, 53, 90, 92-93, 100, 102, 104-106, 107, 109-110, 119, 186, 255, 258, 284, 285, 287, 288, 297, 298, 299, 304
- Bid Opening Officer, 104
- Bid Sample, 110, 333
- Blanket Purchase Agreement (BPA), 84-86, 240
- Boards of Contract Appeals (BCA), 329, 355

- Bonds, 258, 259-261
 - Bid, 257
 - Performance, 257-258, 259
 - Payment, 257-258, 259
 - Sureties, 257-258, 259-261
- Brand Name or Equal, 40-41
- Broad Agency Announcement (BAA), 53
- Brooks Architect-Engineers Act, 245
- Bundling, 37-38
- Business Ethics, 316-318
- Business Plan, 192
- Buy American Act, 3, 57, 67, 91, 106, 214-217, 219-221
 - Domestic End Product Definition, 214-217
 - Exceptions, 215-216
 - Construction Materials, 217
 - Commercial Information Technology, 217
- Byrd Amendment (Anti-Influencing Act), 307-310
 - Prohibitions, 307-308
 - Penalties, 308-309
 - Exceptions, 309
 - Compliance, 310
- Catalog Price, 34, 74, 76, 134, 162, 229, 231, 234, 235, 237
- Central Contractor Registration (CCR), 6, 55-58, 343, 362, 369
 - Dynamic Small Business Search, 56-57
 - On-Line Representations and Certifications Application (ORCA), 57-58
 - Federal Technical Data Solution (FedTeDS), 58
- Certificate of Appointment (Standard Form 1402), 18-20
- Certificate of Competency (COC), 74, 117-118, 147, 187, 259, 283
- Certificate of Conformance, 336
- Certificate of Current Cost or Pricing Data, 145-146
- Change Order, 328
- Changes, 321, 322, 327-329
 - Change Order, 328
 - Equitable Adjustment, 328
 - Proposal for Adjustment, 328
 - Disputes, 329
 - Cardinal Change, 329
- Chief Acquisition Officer (CAO), 8, 16
- Claims, 352-353
- Classification Codes, 48-50
 - Service, 49
 - Supply, 50
- Clauses, 94, 100
- Clinger-Cohen Act, 6, 27, 245
- Close the Contractor Fraud Loophole Act, 317
- Closing Date, 129, 287, 299
- Commercial Activities, 263-272
 - Federal Activities Inventory Reform (FAIR) Act, 263-266
 - Standard Competitions, 266-270
 - Streamlined Competitions, 270-272
- Commercial and Government Entity (CAGE) Code, 56, 58
- Commercial Item Description (CID), 39-40
- Commercial Items, 4, 6, 29, 31, 34, 47, 52, 57, 65-66, 79-84, 91-92, 100, 129, 133, 134, 146, 151, 156, 158, 228, 233, 273, 279, 317, 323, 337-338, 362
- Commercial Services Management, 263
- COMPARE, 269, 271-272
- Competition Advocate, 31-32
- Competition in Contracting Act (CICA), 4, 6, 27-32, 89, 245, 269, 282, 327
- Competitive Range, 141, 143
- Competitive Sourcing, 263
- Comptroller General. *See* Government Accountability Office
- Conspiracy to Defraud the Government, 313
- Conspiracy to Defraud with Respect to Claims, 313
- Construction Contracts, 42, 52, 67, 77, 89, 92, 113, 128, 187, 189, 190, 193, 195, 199, 201, 206, 215, 217, 218-219, 250-252, 253-262, 273-274, 274-275, 275-276, 278, 279, 325, 327, 338, 343
 - Definition, 254
 - Davis-Bacon Act, 254, 256
 - Solicitation Procedures, 254-259
 - Bond and Surety Requirements, 259-260
 - Miller Act, 259-261
 - Alternate Payment Protections, 261
 - Small Business Competitiveness Demonstration Program, 261-262
- Contingent Fees, 310-311
- Contract Administration, 319-360
 - Assignment, 320
 - Postaward Orientation, 320-321
 - Subcontract Clause Flow-Down, 321-322
 - Drug-Free Workplace, 323
 - Verifying Employment Eligibility, 324
 - Government-Furnished Property (GFP), 326
 - Contract Modifications, 326-327
 - Changes, 327-328
 - Engineering Change Proposals, 329
 - Deviations, 327-329

- Contract Administration (cont.)
 - Waivers, 328-330
 - Value Engineering, 330
 - First Article Approval, 332-333
 - Inspection, 333-336
 - Acceptance, 336
 - Contract Financing, 336-341
 - Allowable and Unallowable Costs, 341-342
 - Invoices, 342-343
 - Prompt Payment, 343-345
 - Past Performance Evaluation, 345-346
 - Termination for Convenience, 346-349
 - Termination for Default, 349-352
 - Claims, 353
 - Disputes, 353-356
 - Equal Access to Justice Act, 356
 - Alternative Dispute Resolution, 357
 - Contract Closeout, 358
 - Records Retention, 358-360
- Contract Administration Assignment, 320
- Contract Administration Data, 94, 229
- Contract Award (Optional Form 307), 147, 149
- Contract Bundling, 37-38
- Contract Clauses, 95, 96, 229-233
- Contract Closeout, 357-358
- Contract Disputes Act, 283, 353-356
 - Contracting Officer's Decision, 354-355
 - Board of Contract Appeals, 355
 - Court of Appeals, 356
 - Supreme Court, 356
 - Court of Federal Claims, 356
- Contract Financing, 336-341
 - Commercial Items, 337-338
 - Noncommercial Items, 338-341
- Contract Line Item Number (CLIN), 93
- Contract Modifications, 326-327
- Contract Schedule, 92-94, 100
- Contract Specialist, 21-22
- Contract Types, 155-173
 - Preference for Fixed-Price, 155-156
 - Criteria for Using Cost-Reimbursement, 156-157
 - Most Common Types, 157-158
 - Firm-Fixed-Price (FFP), 158-159
 - Fixed-Price with Economic Price Adjustment (FP/EPA), 159-163
 - Fixed-Price with Award Fee (FPAF), 163-164
 - Cost-Plus-Fixed-Fee (CPFF), 164-167
 - Cost-Plus-Incentive-Fee (CPIF), 167-170
 - Cost-Plus-Award-Fee (CPAF), 170-172
 - Time-and-Materials (T&M), 172-173
 - Labor-Hour, 173
- Contract Work Hours and Safety Standards Act, 273-274
- Contracting Activity, 15-16, 20, 23, 24, 25, 28, 31-32, 114, 128-129, 184, 193, 247, 289, 292, 363
- Contracting Office, 16, 58, 67, 71, 100-101, 103, 104, 237, 246, 291, 364
- Contracting Officer, 17-21, 319
 - Procuring, 20, 319, 320
 - Administrative, 20-21, 319-321
 - Termination, 21, 319, 348-349, 351-352
- Contracting Officer's Technical Representative (COTR), 22-23
- Contracting Out, 263
- Contractor's Request for Progress Payments (Standard Form 1443), 339
- Conversion Differential, 269
- Cooperative Purchasing, 226
- Copeland Act, 256, 276
- Cost Accounting Standards, 138, 156, 341, 369
- Cost Analysis, 135-139
- Cost or Pricing Data, 6, 136-139, 145-146, 159, 162, 165, 167, 170, 172, 233-234, 236, 249, 306, 322, 341
 - Allowable Costs, 138
 - Allocable Costs, 138
 - Cost Accounting Standards, 138
 - Certificate of Current Cost or Pricing Data, 145-146
- Cost-Plus-Award-Fee (CPAF) Contract, 170-172
- Cost-Plus-Fixed-Fee (CPFF) Contract, 164-167
 - Completion, 164-167
 - Term, 167
- Cost-Plus-Incentive-Fee (CPIF) Contract, 167-170, 179
 - Target Cost, 168-170
 - Target Fee, 168-170
 - Minimum Fee, 168-170
 - Maximum Fee, 168-170
 - Fee Adjustment Formula, 168-170
 - Share Ratio, 168
- Cost Proposal, 123, 136-137, 166, 251, 271, 327
- Cost-Reimbursement Contracts, 155, 156-157, 164-172, 178, 249-250, 326, 327, 331, 336-337, 341, 342, 349, 358
- Cost-Plus-Fixed-Fee, 164-167

- Cost-Reimbursement Contracts (cont.)
 - Cost-Plus-Incentive-Fee, 167-170
 - Cost-Plus-Award-Fee, 170-172
- Court of Appeals, 356
- Court of Federal Claims, 281, 285, 296, 356, 357
- Cover Letter, 110
- Cure Notice, 349
- Data Universal Numbering System (DUNS), 55, 58, 59, 372
- Davis-Bacon Act, 3, 254, 256-257, 275-276, 371
- Debarred, 73, 112-113, 192, 197, 212, 214, 242, 301, 306, 311, 317, 323
- Debriefing, 143, 150-152, 252, 259, 285, 287, 291-292, 365
 - Preaward, 150-151
 - Postaward, 151-152
- Defense Contract Management Agency (DCMA), 320
- Definite-Quantity Contract, 176
- Deliveries or Performance, 94
- Delivery Order Contract, 176, 177
- Department of Homeland Security, 324
- Department of Labor, 273-280
 - Employment Standards Administration, 274, 275, 276, 288, 279, 280
 - Occupational Safety and Health Administration, 274, 278
 - Office of Federal Contract Compliance Programs (OFCCP), 274-275, 279, 280
 - Veterans' Employment and Training Service, 279
- Department of the Treasury's Circular 570, 259-260
- Description/Specifications/Work Statement, 93
- Descriptive Literature, 111
- Design Change Notice, 329
- Designated Industry Groups (DIG), 206-207
- Deviation, 329-330
- Differing Site Conditions, 257
- Disadvantaged Business Enterprise (DBE) Program, 196, 370
- Disaster Recovery Purchasing, 226
- Disaster Relief and Emergency Assistance Set-Asides, 199
- Disputes, 164, 171, 329, 345, 348, 349, 351, 352, 353-357
 - Equal Access to Justice Act, 356
 - Alternate Dispute Resolution, 357
- Disputes Officer, 71
- District Courts, 62, 281, 286, 296, 312, 316
- Downsizing, 263
- Drug-Free Workplace, 323
- Dynamic Small Business Search, 56-57
- e-Buy, 239-240, 371
- E-Verify, 324-325, 372
- Electronic Bids, 109
- Electronic Funds Transfer (EFT), 55
- Electronic Subcontracting Reporting System (eSRS), 191, 200, 369
- Emerging Small Businesses (ESB), 207, 253, 262
- Employment Eligibility Verification (Form I-9), 324
- Employment Standards Administration, 274, 275, 276, 287, 279, 280
- Engineering Change Proposal (ECP), 329-330
 - Design Change Notice, 329
 - Deviation, 329-330
 - Waiver, 330
- Equal Access to Justice Act, 356
- Equal Employment Opportunity (Executive Order 11246), 274-275
- Equitable Adjustment, 328-329, 348, 353-354
- Established Catalog or Market Price, 34, 234-235
- Ethical Conduct, 302-303, 316-318
- Evaluation, 41, 43, 83-84, 106-108, 123, 125-127, 129, 130-139, 141-143, 152-154, 163-164, 171, 214-221, 236-237, 247-248, 251-252, 258, 268-269, 304-305, 345-346
 - Commercial Items, 83-84
 - Bids, 106-108
 - Technical Proposal, 131-132
 - Past Performance, 132-133, 341-342
 - Price (or Cost) Proposal, 133-139
 - Profit or Fee Objective, 141, 142
 - Competitive Range, 141, 143
 - Unsolicited Proposals, 152-154
 - Foreign Offers, 214-221
 - Multiple Award Schedules, 236-237
 - Architect-Engineering, 246-248
 - Construction, 258
 - A-76 Offers and Tenders, 268-269
 - Integrity, 304-305
 - Past Performance, 345-346
- Evaluation of Bids, 106
- Evaluation Factors for Award, 43, 81, 91-92, 97-98, 100, 106, 123-127, 130-131, 140, 141, 144, 147, 214, 216, 221, 231, 246, 251-252, 269, 282

- Excess Reprourement Costs, 351
- Exchanges of Information, 127-129
- Excluded Parties List System (EPLS), 73, 112-114, 258, 260, 369
 - Debarred, 112-113
 - Proposed for Debarment, 113
 - Suspended, 113
 - Ineligible, 113-114
- Excusable Delays, 351-352
- Express Option, 296
- Facsimile Bids, 109
- False Claims Act, 312, 317, 318
- False Statements, 212-213
- Fast Payment Procedure, 86-87, 344
- Federal Acquisition Circulars (FAC), 8-9
- Federal Acquisition Regulation (FAR), 4, 8-10, 11, 361-362, 367
 - Federal Acquisition Circulars, 8-9
 - Format, 9-10
- Federal Acquisition Service (FAS), 223
- Federal Acquisition Streamlining Act (FASA), 5-6, 26, 67, 261
- Federal Activities Inventory Reform (FAIR) Act, 7, 263-266, 371
- FedBizOpps, 7, 35, 47-55, 73, 79, 82, 84, 90, 102, 103, 104, 119, 122, 128, 129, 150, 165, 178, 193, 227, 228, 241, 246, 254, 258, 265, 268, 269, 271, 282, 362, 363, 364, 369
 - Synopsis, 47-53
 - Search Agents, 54
 - Interested Vendors List, 54
- Federal Procurement Data System (FPDS), 59-60, 119, 150, 245, 369
- Federal Register**, 265, 372
- Federal Supply Classification (FSC) Codes, 56, 370
- Federal Supply Schedules (FSS), 3, 35, 70, 87, 178, 223-242, 364, 370
- Federal Technical Data Solution (FedTeDS), 58, 369
- Fee Objective, 141, 142
- Fees
 - Freedom of Information Act (FOIA) Search Fees, 61-63
 - Fee Objective, 141, 142
 - Award Fee, 163-164, 170-172
 - Fixed Fee, 164-167
 - Target Fee, 168-170
 - Minimum Fee, 168-170
 - Maximum Fee, 168-170
 - Fee Adjustment Formula, 168-170
 - Share Ratio, 168
- Industrial Funding Fee (IFF), 230
 - Contingent Fee, 310-311
- Final Proposal Revision, 145
- Final Termination Settlement Proposal, 348
- Firm Bid Rule, 109
- Firm-Fixed-Price (FFP) Contract, 89, 123, 155-156, 158-159, 179, 180, 253-254
- First Article Approval, 332-333
 - Contractor Performed, 332-333
 - Government Performed, 332-333
- Fixed-Price Contracts, 158-164, 178, 249-250, 326, 327, 331, 336, 342, 349
 - Firm-Fixed-Price (FFP), 158-159
 - Fixed-Price with Economic Price Adjustment (FP/EPA), 90, 159-163
 - Fixed-Price with Award Fee (FPAF), 163-164
 - Fixed-Price with Incentive (FPI) Contract, 180, 358
 - Fixed-Price with Award Fee (FPAF) Contract, 163-164
 - Fixed-Price with Economic Price Adjustment (FP/EPA) Contract, 90, 123, 159-163, 180, 253-254, 358
- Foreign Products, 213-222
 - Blanket Prohibitions, 213
 - Buy American Act, 214-217
 - Trade Agreements, 217-221
 - Department of Defense Exceptions, 221-222
- Fraud, 311-314, 316-318
 - False Statements, 311-312
 - False Claims Act, 312
 - Program Fraud Civil Remedies Act, 312
 - Conspiracy to Defraud with Respect to Claims, 313
 - Conspiracy to Defraud the Government, 313
 - Mail Fraud, 313
 - Wire Fraud, 313
 - Major Fraud Act, 313-314
 - Racketeer-Influenced Corrupt Organizations, 314
 - Compliance, 314
 - Disclosure of Violations, 316-318
- Freedom of Information Act (FOIA), 60-63, 354
- Full and Open Competition, 4, 6, 27-30, 122, 152, 197, 198, 222, 253, 261, 282, 327
- General Services Administration (GSA), 6, 35, 70, 223-242, 369, 370-371

- General Services Administration (cont.)
- GSA Advantage!**, 35, 224, 226, 233, 240, 370
 - Index of Federal Specifications, Standards, and Commercial Item Descriptions, 39, 40, 45, 369
 - Federal Supply Schedules, 223-242, 370
 - Government Accountability Office (GAO), 282-284, 286-296, 372
 - Protests Against Contract Award, 286-296
 - Government-Furnished Property (GFP), 326
 - Government Printing Office, 8
 - Governmentwide Acquisition Contracts (GWAC), 177, 242-243
 - Governmentwide Commercial Purchase Card, 67, 68-72
 - Governmentwide Standards of Ethical Conduct, 266-267
 - GSA Advantage!**, 35, 224, 226, 233, 240, 368
 - GSA Global Supply, 242, 369
 - Guaranteed Government Loans, 339
 - Head of the Agency, 8, 15, 16, 29, 30, 44, 107, 118, 181, 248, 250, 260, 294, 304, 316, 340
 - Head of the Contracting Activity (HCA), 16, 23-24, 32, 46, 136, 179, 291-292, 293, 294, 303, 306, 331
 - Hearings, 286, 288, 295-296
 - Historically Underutilized Business Zone (HUBZone) Program, 149, 196-197, 363, 370
 - Homeland Security Presidential Directive (HSPD)-12, 325
 - Imprest Fund, 67-68
 - Indefinite-Delivery Contract, 87, 175-178, 226
 - Definite Quantity, 176
 - Requirements, 176
 - Indefinite-Quantity, 177-178
 - Indefinite-Quantity Contract, 177-178
 - Delivery Order, 177
 - Task Order, 177
 - Task Order and Delivery Order Contract Ombudsman, 177
 - Governmentwide Acquisition Contracts (GWAC), 177
 - Federal Supply Schedule (FSS) Contracts, 178
 - Index of Federal Specifications, Standards, and Commercial Item Descriptions, 39, 40
 - Industrial Funding Fee (IFF), 230
 - Ineligible, 113-114, 282
 - Information Other Than Cost or Pricing Data, 134-136, 159, 162, 165, 167, 170, 172, 236
 - Inspection and Acceptance, 41, 81, 91, 93, 100, 229, 333-336
 - Inspection System (Contractor's), 294
 - Instructions and Conditions, and Notices to Bidders, 76, 192, 216
 - Integrated Acquisition Environment, 7
 - Interested Vendors List, 54
 - Invitation for Bids (IFB), 90-119, 258-259, 373-394
 - Solicitation/Contract/Order for Commercial Items (Standard Form 1449), 91-92
 - Streamlined Synopsis/Solicitation for Commercial Items, 92
 - Uniform Contract Format, 92-98
 - Contract Clauses Matrix, 95
 - Order of Precedence, 98
 - Simplified Contract Format, 98-100
 - Master Solicitation, 100-101
 - Amendments, 102-103
 - Cancellation, 103
 - Pre-Bid Conference, 103-104
 - Bid Opening, 104-106
 - Late Bids, 105-106
 - Evaluation, 106-108
 - Price-Related Factors, 106
 - Mistake in Bid, 106-108
 - Responsiveness, 108-111
 - Electronic Bids, 109
 - Facsimile Bids, 109
 - Telegraphic Bids, 109
 - Firm Bid Rule, 109-110
 - Bidder's Own Forms, 110
 - Cover Letters, 110
 - Bid Samples, 110-111
 - Descriptive Literature, 111
 - Responsibility, 111-118
 - Excluded Parties List System (EPLS), 112-114, 117
 - Preaward Survey, 114-116
 - Rejecting Bids, 116-118
 - Certificate of Competency (COC), 117-118, 259
 - Canceling After Bid Opening, 118
 - Award, 118-119
 - Two-Step Sealed Bidding, 119
 - Construction, 255-259
 - Sample (Appendix A), 373-394
 - Invoices, 342-343

- Item Manager, 25
- Joint Ventures, 185
- Justification and Approval (J&A), 30-31
- Labor Hour Contract, 173, 322
- Labor Laws, 273-280
 - Contract Work Hours and Safety Standards Act, 273-274
 - Equal Employment Opportunity (Executive Order 11246), 274-275
 - Davis-Bacon Act, 275-276
 - Copeland Act, 276
 - Service Contract Act, 276-278
 - Veterans Employment Opportunities Act, 278-279
 - Rehabilitation Act, 279-280
- Late Bids, 105-106
- Late Proposals, 129, 145
- Letter Contract, 179
- Letter of Obligation, 270, 271-272
- Limitations on Subcontracting, 187
- Line Item, 93, 100, 104, 137, 204, 229, 331-332, 342
- Liquidated Damages, 200-201, 256
- List of Documents and Attachments, 100
- List of Documents, Exhibits, and Other Attachments, 94
- Mail Fraud, 313
- Major Fraud Act, 313-314
- Marketing Partner Identification Number (MPIN), 58
- Market Price, 34, 162, 234
- Market Research, 34-37
- Master Solicitation, 100-101
- Material Inspection and Receiving Report (DD Form 250), 336
- Maximum Order Threshold, 226, 231, 232, 237, 238
- Mediation, 357
- Mentor-Protégé Programs, 202-205
- Micro-Purchasers, 26
- Micro-Purchases, 5, 7, 17, 26, 36, 67-72, 77, 79, 85, 86, 184, 197, 214, 232, 237, 254
 - Governmentwide Commercial Purchase Card, 67, 68-72
 - Imprest Fund, 67-68
 - Third-Party Drafts, 68
- Micro-Purchase Threshold, 5, 67-68, 72, 73, 77, 79, 83, 85, 86, 184, 197, 214, 232, 237-238, 240
- Miller Act, 3, 259-261
- Minitrial, 357
- Mistake in Bid, 106-108
- Most Efficient Organization (MEO), 267, 269-271
- Multiple Award Contracts (MAC), 242-243
- Multiple Award Schedules (MAS), 223, 229-232
 - Maximum Order Threshold, 226, 231, 232, 237, 238
- Multiyear Contracting, 180-182
 - Level Unit Pricing, 181
 - Cancellation Ceiling, 181
- National Procurement Fraud Task Force, 316
- Negotiation, 121-154, 248-249, 268
 - Request for Proposals, 122-152
 - Unsolicited Proposals, 152-154
 - Architect-Engineering, 248-249
 - A-76, 268
- Nonbinding Arbitration, 357
- Nondevelopmental Items, 36
- Nonmanufacturer Rule, 185-186, 368
- North American Industrial Classification System (NAICS) Code, 48, 56, 59, 83, 184-185, 298, 370
- Notice of Award, 259
- Notice of Termination, 347-348, 350-351
- Not-to-Exceed Price, 327
- Occupational Safety and Health
 - Administration (OSHA), 274, 278
- Office of Federal Contract Compliance Programs (OFCCP), 274-275, 279, 280
- Office of Federal Procurement Policy (OFPP), 4, 5
- Office of Government Ethics, 301-302
- Office of Management and Budget (OMB)
 - Circular A-76, 263-272, 371
 - Federal Activities Inventory Reform (FAIR) Act, 263-266
 - Standard Competitions, 266-270
 - Streamlined Competitions, 270-272
- Office of Small and Disadvantaged Business Utilization (OSDBU), 23, 203, 363
- Office of Small Business Programs, 23, 203, 363
- On-Line Representations and Certifications
 - Application (ORCA), 57-58, 96-97, 186, 369
- On-the-Spot Purchases, 85
- Oral Solicitations, 76-77
- Order for Supplies or Services (DD Form 1155), 336
- Order for Supplies or Services (Optional Form 347), 73, 75, 76, 77, 85, 178, 240, 255

- Order of Precedence, 98, 122
- Other Transactions, 182
- Outsourcing, 263
- Packaging and Marking, 73, 93, 100, 229, 334
- Past Performance Evaluation, 345-346
- Past Performance Information Retrieval System (PPIRS), 132, 345, 365, 369
- Payment Bond (Standard Form 25-A), 257-258, 259-260
- Performance-Based Acquisition (PBA), 42-44
 - Performance Work Statement (PWS), 42
 - Statement of Objectives (SOO), 42-44
 - Acceptable Quality Level (AQL), 43
- Performance-Based Payments, 336
- Performance Bond (Standard Form 25), 257-258, 259-260
- Performance Evaluation (Architect-Engineer) (Standard Form 1421), 247
- Performance Evaluation (Construction Contracts) (Standard Form 1420), 258
- Performance Work Statement (PWS), 42-44
- Postaward Orientation, 320-321
- Preaward Survey, 114-116, 258
 - Survey Team, 115
 - Survey Monitor, 115
- Pre-Bid Conference, 103-104, 256
- Prehearing Conference, 260
- Prenegotiation Objectives, 141, 142
- Pre-Proposal Conference, 129
- Price Adjustment Clause, 230
- Price Analysis, 135
- Price Reductions Clause, 231
- Privatization, 263
- Procurement Integrity, 301-318
 - Government-Wide Standards of Ethical Conduct, 302-303
 - Prohibition Against Contracts with Government Employees, 303
 - Procurement Integrity Act, 303-307
 - Byrd Amendment, 307-310
 - Contingent Fees, 310-311
 - Fraud, 311-314
 - Subcontractor Kickbacks (Anti-Kickback Enforcement Act), 314-315
 - Whistleblower Protection for Contractor Employees, 316
 - Contractor Ethics, 316-318
- Procurement Integrity Act, 25, 102, 128, 212, 283, 303-307, 346
 - Definitions, 267-268
 - Prohibitions, 303-306
 - Penalties, 306
 - Compliance, 307
- Procuring Contracting Officer (PCO), 20, 319
- Product Service Codes (PSC), 56, 228, 299, 370
- Profit Objective, 141, 142
- Program Fraud Civil Remedies Act, 176, 277
- Progress Payments, 333, 336-337, 338-339, 340, 341, 342, 344
 - Uninvited Progress Payment Condition, 340
- Prohibition Against Contracts with Government Employees, 303
- Prompt Payment Act, 343-345
- Prompt Payment Discount, 73, 93, 100, 229, 343, 344
- Proposal Evaluation, 130-140
 - Technical Proposals, 131-132
 - Past Performance, 132-133
 - Price Proposals, 133-139
 - Oral Presentations, 139-140
- Proposal Evaluation Matrix, 131
- Proposed for Debarment, 113
- Protective Orders, 286-287
- Protests, 150, 152, 186, 227, 281-299
 - Protests to the Contracting Activity, 284-286
 - Protests to the Government Accountability Office (GAO), 286-296
 - Small Business Size Status, 297
 - Disadvantaged Business Status, 297
 - HUBZone Status, 297-298
 - Service-Disabled Veteran-Owned Small Business Status, 297-298
 - Supply or Service Classifications, 298-299
- Public Building Service (PBS), 223
- Purchase Descriptions, 40-41
- Purchase Order, 68, 73-79, 158, 159, 260, 320, 334, 336, 341, 343-344, 359-360
- Purchase Order-Invoice-Voucher (Standard Form 44), 68
- Qualification Requirements, 44-45
 - Qualified Bidders List (QBL), 44-45
 - Qualified Manufacturers List (QML), 44-45
 - Qualified Products List (QPL), 44-45
 - Qualified Products Database (QPD), 45
- Quantity Discount, 73, 229, 235
- Racketeer-Influenced Corrupt Organizations (RICO), 314
- Records Retention Requirements, 358-360
- Regulations, 1-13
 - Armed Services Procurement Regulation, 4
 - Defense Acquisition Regulation, 4

- Regulations (cont.)
 - Federal Procurement Regulation, 4
 - Federal Acquisition Regulation (FAR), 4, 8-10
 - Agency FAR Supplements, 10, 12-13
 - Agency Acquisition Guidance, 13
- Rehabilitation Act, 279-280
- Representations and Instructions, 100
- Representations, Certifications, and Other Statements of Bidder, 96-97
- Request for Deviation (RFD), 330
- Request for Information (RFI), 36, 128
- Request for Proposals (RFP), 122-150, 228-237
 - Competitive Range, 122, 141, 143
 - Formats, 121-127
 - Technical Proposal, 124
 - Past Performance, 124-125
 - Cost Proposal, 125-127
 - Evaluation Factors, 125-127
 - Requests for Information (RFI), 128
 - Pre-Proposal Conference, 129
 - Closing Date, 129
 - Late Proposals, 129
 - Proposal Evaluation Matrix, 131
 - Past Performance Information Retrieval System (PPIRS), 132
 - Price Analysis, 135
 - Cost Analysis, 135-139
 - Cost or Pricing Data, 136-139
 - Audits, 139
 - Oral Presentations, 139-140
 - Prenegotiation Objectives, 141, 142
 - Profit or Fee Objective, 141
 - Record of Weighted Guidelines Application (DD Form 1547), 142
 - Negotiations, 144
 - Proposal Revisions, 145
 - Final Proposal Revision, 145
 - Certificate of Current Cost or Pricing Data, 145-146
 - Award/Contract (Standard Form 26), 147-149
 - Award Notification, 149-150
 - Debriefing, 150
 - Multiple Award Schedules, 228-237
- Request for Quotations (Standard Form 18) (RFQ), 77, 78
- Request for Reconsideration, 296
- Request for Waiver (RFW), 330
- Requirements Contract, 176
 - Delivery Order, 176
 - Task Order, 176
- Responsibility, 111-118, 258-260, 283, 352
 - Excluded Parties List System (EPLS), 112-114
 - Preaward Survey, 114-116
 - Rejecting Bids, 116-118
 - Certificate of Competency (COC), 117-118
 - Construction, 258-260
- Responsiveness, 108-111
 - Electronic Bids, 109
 - Facsimile Bids, 109
 - Telegraphic Bids, 109
 - Firm Bid Rule, 109-110
 - Bidder's Own Forms, 110
 - Cover Letters, 110
 - Bid Samples, 110-111
 - Descriptive Literature, 111
- Right of First Refusal, 270
- Rule of Two, 83, 184, 193, 197, 198, 207, 239
- Schedules e-Library, 35, 224, 226
- Sealed Bidding, 89-119
 - Invitation for Bids, 90-119
 - Two-Step, 119
- Search Agents, 54
- Section 8(a) Business Development Program, 191-195, 361, 370
- Senior Procurement Executive (SPE), 16, 230, 293
- Service Classification Codes, 48-49, 228, 246, 254, 299
- Service Contract Act, 4, 73, 276-278, 371
- Service-Disabled Veteran-Owned Small Business Program, 149, 198, 363
- Services Acquisition Reform Act (SARA), 8
- Set-Asides
 - Small Business, 184-187
 - Section 8(a), 191-195
 - Disadvantaged Business Enterprise (DBE), 195-196
 - Historically Underutilized Business Zone (HUBZone), 196-197
 - Service-Disabled Veteran-Owned Small Business, 198
 - Disaster Relief and Emergency Assistance, 199
- Emerging Small Business, 207
- Small Business Innovative Research (SBIR), 208-211, 247, 253, 261-262
- Small Business Technology Transfer (STTR), 211-212
- Settlement Judge, 357

- Show Cause Notice, 350
- Simplified Acquisitions, 65-87
 - Reasons, 65-66
 - Simplified Acquisition Threshold, 65-66, 72-79
 - Small Business Reservation, 66
 - Micro-Purchases, 67-68
 - Governmentwide Commercial Purchase Card, 68-72
 - Solicitations on FedBizOpps, 73
 - Purchase Order, 73-76
 - Oral Solicitations, 76-77
 - Request for Quotations, 77-78
 - Commercial Items, 79-84
 - Blanket Purchase Agreements (BPA), 84-86
 - On-the-Spot Purchases, 86
 - Fast Payment Procedure, 86-87
 - Other Ways, 87
- Simplified Acquisition Threshold (SAT), 23, 27, 31, 36, 37, 65-66, 68, 72-79, 89, 122, 129, 184, 246-247, 253, 255, 257, 273, 279, 305, 310, 315, 318, 321, 322, 328, 331-332, 333, 334, 345, 355
- Simplified Contract Format (SCF), 98-99, 158
 - Solicitation/Award (Standard Form 1447), 98-99
- Single Process Initiative (SPI), 46
- Small and Disadvantaged Business Utilization Specialist (SADBUS), 23-24, 184
- Small Business Act, 4, 15, 29, 183-184, 191, 198, 212, 309
- Small Business Administration (SBA)
 - Certificate of Competency, 74, 117-118, 147, 187, 259, 283
 - Size Standards, 184-186
 - Section 8(a) Subcontracts, 191-195, 363, 370
 - Small Business Innovative Research Program, 208-211, 370
 - Small Business Status, 297
 - Disadvantaged Business Status, 297
 - HUBZone Small Business Status, 297-298
 - Service-Disabled Veteran-Owned Small Business Status, 297-298
 - Supply or Service Classifications, 298-299
 - Loan Guarantees, 339
- Small Business Competitiveness
 - Demonstration Program, 205-208, 252-253, 261-262
- Participating Agencies, 205
 - Designated Industry Groups (DIG), 205-206
 - Emerging Small Businesses, 206-207
 - Targeted Industry Categories, 207
 - Architect-Engineering, 252-253
 - Construction, 262
- Small Business Innovative Research Program (SBIR), 208-211, 370
 - Participating Agencies, 208-209
 - Phases, 209-210
- Small Business Set-Asides, 24, 27, 85, 149, 184-187, 191, 192-193, 197, 198, 199, 206, 207, 208-209, 211, 219, 239, 252-253, 256, 261, 283, 297
 - Rule of Two, 184
 - Small Business Size Standards, 184-186
 - Size Status Determination, 186
 - Joint Ventures and Team Arrangements, 186
 - Limitations on Subcontracting, 187
 - Dissolving Small Business Set-Asides, 187
- Small Business Size Standards, 184-186, 297, 370
- Small Business Technology Transfer (STTR) Program, 211-212, 370
- Small Business Subcontracting Incentives, 199-201
- Small Disadvantaged Business (SDB), 183, 187-191, 361
 - SDB Subcontracting Evaluation, 190-191
 - SDB Incentive Subcontracting Program, 191
- Small Disadvantaged Business Incentive Subcontracting Program, 191
- Small Disadvantaged Business Participation Report (Optional Form 312), 190
- Small Disadvantaged Business Subcontracting Evaluation Factor, 190-191
- Socially and Economically Disadvantaged Individuals, 188, 191, 195-196
- Social Security Administration, 324
- Solicitation and Offer – Negotiated Acquisition (Optional Form 308), 123, 129, 147
- Solicitation/Contract (Standard Form 1447), 98-100, 110, 116, 118, 144, 364
- Solicitation/Contract Form, 93, 98-100
- Solicitation/Contract/Order for Commercial Items (Standard Form 1449), 73, 79-82, 85, 91-92, 104, 116, 118, 122, 123, 130, 145, 148, 150, 228, 236

- Solicitation, Offer, and Award (Standard Form 33), 92-93, 102, 104, 110, 116, 118, 122-123, 129, 144, 147, 149, 255, 364
- Solicitation, Offer, and Award (Construction, Alteration, or Repair) (Standard Form 1442), 255, 259
- Sources Sought Notices, 53
- Special Contract Requirements, 94
- Special Item Numbers (SIN), 229
- Special Notices, 52-53
- Specifications, 16, 24-25, 31, 33-34, 39-41, 45, 46, 93, 98, 108, 110, 114, 118, 119, 131, 135, 156, 159, 165, 180, 229, 250, 253, 282, 293, 305, 321, 326, 328, 329-330, 332, 334, 353, 364, 365
 - Acquisition Streamlining and Standardization Information System (ASSIST), 39
 - Commercial Item Descriptions (CID), 39-40, 391-394
 - Purchase Descriptions, 40-41
 - General Services Administration Index of Federal Specifications, Standards, and Commercial Item Descriptions (GSA Index), 39, 40
- Standard Industrial Classification (SIC) Codes, 56
- Standards
 - Voluntary, 25-26
 - Foreign Government, 53
- Statement of Contingent or Other Fees (Standard Form 119), 275-276
- Statement of Objectives (SOO), 42-44
- Statement of Work (SOW), 41-44
 - Performance-Based Acquisition, 42-44
 - Performance Work Statement (PWS), 42-44
 - Statement of Objectives (SOO), 42-44
- Streamlined Synopsis/Solicitation for Commercial Items, 52, 83-84, 92
- Subcontract Clause Flow-Down, 321-322
- Subcontracting Limitations, 187
- Subcontractor Claim for Nonpayment, 340-341
- SUB-Net (Subcontracting Opportunities), 201, 370
- Summary Trial, 357
- Supplemental Agreement, 326-327
- Supplies or Services and Prices/Costs, 93
- Supply Classification Codes, 48, 50
- Supreme Court, 356
- Surety, 257-258, 259-261
- Suspended, 113, 317
- Synopsis, 31, 47-53, 55, 72, 77, 79, 82, 83-84, 86, 90, 92, 119, 122, 129, 150, 178, 193, 195, 209, 212, 227, 239, 241, 246, 247, 252, 254-255, 258, 268, 282, 362
 - Service Classification Codes, 48-49
 - Supply Classification Codes, 48, 50
 - Streamlined Synopsis/Solicitation, 52-53, 92
 - Special Notices, 52-53
 - Sources Sought Notice, 53
 - Broad Agency Announcement, 53
- Targeted Industry Categories, 207-208
- Task Order Contract, 176, 177
- Taxpayer Identification Number (TIN), 56
- Team Arrangements, 186
- Technical Data Package (TDP), 31, 89, 93, 329-330
- Technical Proposal, 119, 123-127, 131-132, 165, 252, 268
- Telegraphic Bids, 109
- Termination Contracting Officer (TCO), 21, 319, 348-349, 351, 352
- Termination for Cause, 82
- Termination for Convenience, 346-349
- Termination for Default, 349-352
 - Cure Notice, 350
 - Show Cause Notice, 350
 - Notice of Termination, 350-351
 - Excess Procurement Costs, 351
 - Excusable Delays, 351-352
- Third-Party Drafts, 68
- Time and Materials (T&M) Contract, 172-173, 326
- Trade Agreements, 217-221
 - Exemption from Coverage, 219-221
- Travel Charge Cards, 86
- Two-Step Sealed Bidding, 119
- Unallowable Costs, 138-139, 166, 341-342
- Uniform Contract Format (UCF), 92-98, 122, 129, 185, 209, 326, 364
 - Schedule, 92-94
 - Contract Clauses, 94
 - List of Documents, Exhibits, and Other Attachments, 94
 - Representations and Instructions, 96-98
- Uninvited Progress Payment Condition, 340
- United States Citizenship and Immigration Service, 324
- Unsolicited Proposals, 152-154
- Unusual Contract Financing, 339

- Value Engineering, 330-331
 - Value Engineering Change Proposal (VECP), 330
 - Incentive, 330-331
 - Mandatory, 330-331
- Veterans' Employment and Training Service, 279
- Veterans Employment Opportunities Act, 278-279
 - VETS-100, Federal Contractor Veterans' Employment Report, 279
- Wage Determinations
 - Davis-Bacon (Construction), 256
 - Service Contract Act, 277-278
 - On-Line (WDOL), 369
- Waiver, 330
- Warrant (Contracting Officer's), 18-20
- Weighted Guidelines Application, Record of, (DD Form 1547), 141, 142
- Wire Fraud, 313
- Women-Owned Small Business, 23, 59, 183, 196, 198, 199-201, 202-203, 363