

## Reader's Guide

### Common Abbreviations Used in the FBO

The FBO contains many abbreviations. Listed below are simple explanations of the most common abbreviations that appear in the FBO:

A-E: Architect-Engineer

ARO: After Receipt Of Order

BAA: Broad Agency Announcement--A notice from the government that requests scientific or research proposals from private firms concerning certain areas of interest to the government. The proposals submitted by the private firms may lead to contracts.

BLS: Bureau of Labor Statistics--An organization in the U.S. Department of Labor.

BOA: Basic Ordering Agreement--A general outline of the supplies or services to be provided by the contractor.

BOD: Bid Opening Date--The final date that a bid must be received by the appropriate government office.

BPA: Blanket Purchase Agreement--An agreement between the government and a vendor. The agreement gives the government the option to purchase goods or services from the vendor when needed on a on-call basis.

CAGE: Contractor and Government Entity Code--An identification code assigned to the awardees of DOD contracts. The codes are used by DOD for record keeping purposes. Offerors do not need a CAGE code to submit a bid for a contract.

FBO: FedBizOpps.

CFR: Code of Federal Regulations--A collection of publications that contains regulations for all Federal Departments and Agencies.

CICA: Competition in Contracting Act--A law that requires full and open competition for Federal contracts.

CID: Commercial Item Description.

CNT: Contract

COB: Close Of Business

COE: Corps of Engineers--An organization in the U.S. Department of the Army.

CONUS: Continental United States

DARO: Days After Receipt Of Order

DCSC: Defense Construction Supply Center--An organization in the U.S. Department of Defense.

DEL: Delivery

DESC: Defense Electronics Supply Center--An organization in the U.S. Department of Defense, Defense Logistics Agency.

DFAR: Defense Federal Acquisition Regulations--Procurement regulations used by organizations in the Department of Defense. Also called Defense Acquisition Regulations (DAR).

DGSC: Defense General Supply Center--An organization in the U.S. Department of Defense, Defense Logistics Agency.

DISC: Defense Industrial Supply Center--An organization in the U.S. Department of Defense, Defense Logistics Agency.

DOD or DoD: Department of Defense

DTD: Dated

ECP: Engineering Change Proposal

EDI: Electronic Data (or Document) Interchange--Electronic exchange of information, paperless office.

FAR: Federal Acquisition Regulation--Procurement regulations used by both civilian and defense organizations.

FAT: First Article Testing--When DOD buys certain goods they may perform extensive tests on the first item delivered.

FFP: Firm Fixed-Price--A type of contract under which the government

agrees to purchase goods or services at a set price.

FFRDC: Federally Funded Research & Development Center--A facility funded by the government that conducts research and development work. The facility is operated by a university or a related non-profit organization.

FIRMR: Federal Information Management Resources Regulation--Government-wide regulations that govern the purchase of computer goods and services.

FMS: Foreign Military Sales

FSC: Federal Supply Classification--A code number used by the government to identify various items of equipment which are purchased by the government.

FSN: Federal Stock Number--A code number used to identify documents sold by the U.S. Government Printing Office, Superintendent of Documents.

FSS: Federal Supply Service--An organization in the U.S. General Services Administration.

GAO: General Accounting Office

GFE: Government-Furnished Equipment

GFM: Government-Furnished Materials

GOCO: Government-Owned, Contractor Operated

GSA: General Services Administration

IAW: In Accordance With

IFB: Invitation for Bid--A solicitation issued by the government to prospective bidders. An IFB describes what the government requires and how the offerors will be evaluated. Award is based on the lowest bid. Negotiations are not conducted.

LSA: Labor Surplus Area--A Federal program to set-aside certain contracts to businesses located in areas with high unemployment.

NLT: No Later Than

NSN: National Stock Number--A unique number assigned by the General Services Administration which catalogs a wide range of items by commodity, group, and class.

NSNA: No Stock Number Assigned

o/a: On or About

OICC: Officer in Charge of Construction

OSD: Office of the Secretary of Defense

OSDBU: Office of Small and Disadvantaged Business Utilization

PIN: Pre-Invitation Notice--A summary of a solicitation package sent to prospective bidders, who may then request the entire solicitation package.

P.L.: Public Law

P/N: Part Number

PO: Purchase Order

POC: Point of Contact

R&D: Research and Development

RFP: Request for Proposal--A solicitation issued by the government to prospective offerors. An RFP describes what the government requires and how the offerors will be evaluated. Negotiations may be conducted with offers. Award is based on a combination of lowest price and technical merit.

RFQ: Request for Quotation--A request for market information by the government, used for planning purposes.

ROICC: Resident Officer in Charge of Construction

SBSA: Small Business Set Aside--A solicitation restricted to competition completed only among small businesses.

SDB: Small And Disadvantaged Business--A small business that is owned and operated by a socially or economically disadvantaged individual.

SF: Standard Form

SIC: Standard Industrial Classification--A code number used by the government to classify goods or services by their principal purpose.

SOL: Solicitation--A document that describes the specifications of what the government requires. A solicitation is usually an IFB or a RFP.

SOW: Statement of Work--A description of the government's requirements for purchasing a good or service.

#### Classification Codes

Notices of contract actions that appear in the FBO are arranged by classification codes. The classification codes are divided into two primary groups, Services and Supplies. Listed below are the titles and examples of the service codes.

Please be aware that the FBO staff are not authorized to determine the classification code for any notice. Only the Contracting Officer that issued the notice is authorized to determine the classification code. Because a misclassified notice of a contract action fails to effectively notify the firms most likely to respond and therefore violates the Competition in Contracting Act and the Contracting Officer would be held responsible, for additional information see Comptroller General Decision No. B-228744, dated November 12, 1987.

#### Service

##### Code Title

##### A Research and Development

##### Examples:

Basic Scientific Research  
Applied Research and Exploratory Development

Advanced Development of Hardware for Testing,

Engineering Development

##### B Special Studies and Analyses - Not R&D

##### Examples:

Air Quality Analyses

Archeological/Paleontological Studies

Chemical/Biological Studies and Analyses

Cost Benefit Analyses

Data Analyses (other than scientific)

Economic Studies

Endangered Species Studies - Plant and Animal

Environmental Studies and Assessments

Feasibility Studies (non-construction)

Animal and Fisheries Studies

Geological Studies

Geophysical Studies

Geotechnical Studies

Grazing/Range Studies

Historical Studies

Legal Studies

Mathematical/Statistical Analyses

Natural Resource Studies

Oceanological Studies

Recreation Studies

Regulatory Studies

Scientific Data Studies

Seismological Studies

Soils Studies

Water Quality Studies

Wildlife Studies

Medical and Health Studies

Intelligence Studies

Aeronautic/Space Studies

Building Technology Studies

Defense Studies

Educational Studies and Analyses

Energy Studies

Technology Studies

Housing and Community Development Studies  
Security Studies (Physical and Personal)

Accounting/Financial Management Studies

Trade Issue Studies

Foreign Policy/National Security Policy Studies

Organization/Administrative/Personnel

Studies

Mobilization/Preparedness Studies

Manpower Studies

Communications Studies

Acquisition Policy/Procedures Studies

Elderly/Handicapped Studies

C Architect and Engineering Services - Construction

Examples:

Administrative and Service Buildings

Airfield, Communication and Missile Facilities

Educational Buildings

Hospital Buildings

Industrial Buildings

Residential Buildings

Warehouse Buildings  
Research and Development Facilities

Other Buildings

Conservation and Development

Highways, Roads, Streets, and Bridges

Electric Power Generation (EPG)

Utilities

Other Non-Building Structures

Restoration



Architect - Engineer Services,

(non-construction),

Engineering Drafting Services

A&E Inspection Services (non-construction)

A&E Management Engineering Services

A&E Production Engineering Services

Marine Architect - Engineer Services

D Information Technology Services, including Telecommunication Services

Examples:

ADP Facility Operation and Maintenance

Services

ADP Systems Development Services

ADP Data Entry Services

ADP Telecommunications and Transmission

Services

ADP Teleprocessing and Timesharing

Services

ADP Systems Analysis Services

Automated Information System Design and

Integration Services

Programming Services

Information and Data Broadcasting or Data

Distribution Services

ADP Backup and Security Services

ADP Data Conversion Services  
ADP Optical Scanning Services

Computer Aided Design/Computer Aided

Manufacturing (CAD/CAM) Services

ADP System Acquisition Support Services

Includes preparation of statements of work,  
benchmarks, specifications, etc.

Digitizing Services. Includes cartographic  
and geographic information.

Telecommunications Network Management

Services

Automated News Services, Data Services,  
or Other information Services. Buying  
data, the electronic equivalent of books,  
periodicals, newspapers, etc.

E Purchase of Structures and Facilities

F Natural Resources and Conservation Services

Examples:

Aerial Fertilization/Spraying Services

Aerial Seeding Services

Forest/Range Fire Suppression/Presuppression  
Services

Forest/Range Fire Rehabilitation Services

(non-construction)

Forest Tree Planting Services

Land Treatment Practices Services

(plowing/clearing etc.)

Range Seeding Services (ground equipment)

Recreation Site Maintenance Services

(non-construction)

Seed Collection/Production Services

Seedling Production/Transplanting Services

Surface Mining Reclamation Services

(non-construction)

Survey Line Clearing Services

Tree Breeding Services

Tree Thinning Services

Well Drilling/Exploratory Services

Wildhorse/Burro Control Service

Other Range/Forest Improvements Services

(non-construction)  
Other Wildlife Management Services

Fisheries Resources Management Services

Site Preparation

Other Natural Resources and Conservation Services

Air Quality Support Services

Industrial Investigation Surveys and

Technical Support Related to Air Pollution

Water Quality Support Services

Industrial Investigation Surveys and

Technical Support Related to Water Pollution

Pesticides Support Services

Toxic Substances Support Services

Hazardous Substance Analysis

Hazardous Substance Removal, Cleanup, and

Disposal Services and Operational Support

Leaking Underground Storage Tank

Support Services

Development of Environmental Impact

Statements and Assessments

Industrial Investigations, Surveys and  
Technical Support for Multiple Pollutants

Oil Spill Response including Cleanup, Removal,

Disposal and Operational Support

G Social Services

Examples:

Care of Remains and/or Funeral Services

Chaplain Services

Recreational Services

Social Rehabilitation Services

Geriatric Services

Government Life Insurance Program

Government Health Insurance Programs

Other Government Insurance Programs

Non-Government Insurance Programs

Direct aid to tribal Governments and

organizations provided by contract

pursuant to Public Law (P.L.) 93-638

H Quality Control, Testing and Inspection Services

Examples:

Quality Control Services  
Equipment and Materials Testing

Inspection Services

J Maintenance, Repair, and Rebuilding of Equipment

K Modification of Equipment

L Technical Representative Services

M Operation of Government-Owned Facilities

N Installation of Equipment

P Salvage Services

Examples:

Preparation and Disposal of Excess and

Surplus Property

Salvage of Aircraft

Salvage of Marine Vessels

Demolition of Buildings

Demolition of Structures or Facilities (other than

Buildings)

Q Medical Services

Examples:

Dependent Medicare Services

General Health Care Services  
Laboratory Testing Services

Nursing Services

Nursing Home Care Contracts

Evaluation and Screening

Anesthesiology Services

Cardio-Vascular Services

Dentistry Services

Dermatology Services

Gastroenterology Services

Geriatric Services

Gynecology Services

Hematology Services

Internal Medicine Services

Neurology Services

Ophthalmology Services

Optometry Services

Orthopedic Services

Otolaryngology Services

Pathology Services

Pediatric Services

Pharmacology Services

Physical Medicine and Rehabilitation Services

Psychiatry Services

Podiatry Services

Pulmonary Services

Radiology Services

Surgery Services

Thoracic Services

Urology Services

Medical/Psychiatric Consultation Services

Nuclear Medicine

R Professional, Administrative and Management Support Services

Examples:

Land Surveys, Cadastral Services

(non-construction)

Operations Research Services

Policy Review/Development Services

Program Evaluation Services

Program Management/Support Services

Program Review/Development Services  
Real Property Appraisals Services (SIC 6531)

Simulation

Specifications Development Services



Systems Engineering Services

Technology Sharing/Utilization Services

Veterinary/Animal Care Services

Legal Services

Educational Services

Certifications and Accreditations

Technical Assistance

Telephone and Field Interview Services

Intelligence Services

Expert Witness

Engineering and Technical Services

Communications Services

Weather Reporting/Observation Services

Industrial Hygenics

Personal Services

Other Professional Services

Courier and Messenger Services  
Transcription Services

Mailing and Distribution Services

Library Services

Court Reporting Services

Word Processing/Typing Service

Translation and Interpreting Service

(Including Sign Language)

Stenographic Services

Personal Property Management Services

Credit Reporting Services

Information Retrieval

Other Administrative Support Services

Advertising Services

Data Collection Services

Accounting or Financial Services

Auditing Services

Debt Collection Services

Logistics Support Services

Contract, Procurement, and Acquisition

Support Services  
Public Relations Service

Ongoing Audit Operations Support

S Utilities and Housekeeping Services

Examples:

Gas Services

Electric Services

Telephone and/or Communications Services

Water Services

Other Utilities

Custodial - Janitorial Services

Fire Protection Services

Food Services

Fueling and Other Petroleum Services -

Excluding Storage

Trash/Garbage Collection Services

Guard Services

Insect and Rodent Control Services

Landscaping/Groundskeeping Services

Laundry and Dry Cleaning Services

Surveillance Services  
Solid Fuel Handling Services

Carpet Laying and Cleaning

Warehousing and Storage Services

Facilities Operations Support Services

Interior Landscaping

Snow Removal/Salt Service (also

spreading aggregate or other snow  
melting material)

Waste Treatment and Storage

T Photographic, Mapping, Printing, and Publication Services

Examples:

Arts/Graphics Services

Cartography Services

Cataloging Services

Charting Services

Film Processing Services

Film/Video Tape Production Services

Microform Services

Photogrammetry Services

Aerial Photographic Services  
General Photographic Services - Still

Print/Binding Services

Reproduction Services

Technical Writing Services

Topography Services

General Photographic Services - Motion

Audio/Visual Services

U Education and Training Services

Examples:

Lectures for Training

Personnel Testing

Reserve Training (Military)

Scientific and Management Education

Tuition, Registration, and Membership Fees

Vocational/Technical

Faculty Salaries for Dependent Schools

Training/Curriculum Development

Education Services

Certifications and Accreditations

AIDS Training

V Transportation, Travel and Relocation Services

Examples:

Motor Pool Operations

Packing/Crating Services

Air Freight

Motor Freight

Rail Freight

Stevedoring

Vessel Freight

Other Cargo and Freight Services

Air Charter for Things

Motor Charter for Things

Rail Charter for Things

Marine Charter for Things

Vessel Towing Service

Other Vehicle Charter for Transportation of Things

Air Passenger Service

Motor Passenger Service

Rail Passenger Service

Marine Passenger Service  
Passenger Air Charter Service

Passenger Motor Charter Service

Passenger Rail Charter Service

Passenger Marine Charter Service

Ambulance Service

Taxicab Services

Lodging - Hotel/Motel

Military Personnel Recruitment

Civilian Personnel Recruitment

Relocation Services

Travel Agent Services

Other Transportation Travel and Relocation

Services

W Lease or Rental of Equipment

X Lease or Rental of Facilities

Y Construction of Structures and Facilities

Z Maintenance, Repair or Alteration of Real Property

The classification codes for Supplies, Equipment, and Material are as follows:

Supply,

Equipment and

Material Code Description

10 Weapons

11 Nuclear Ordnance

12 Fire Control Equipment

13 Ammunition and Explosives

14 Guided Missiles

15 Aircraft and Airframe Structural Components

16 Aircraft Components and Accessories

17 Aircraft Launching, Landing, and Ground Handling Equipment

- 18 Space Vehicles
- 19 Ships, Small Craft, Pontoons, and Floating Docks
- 20 Ship and Marine Equipment
- 22 Railway Equipment
- 23 Ground Effect Vehicles, Motor Vehicles, Trailers and Cycles
- 24 Tractors
- 25 Vehicular Equipment Components
- 26 Tires and Tubes
- 28 Engines, Turbines, and Components
- 29 Engine Accessories
- 30 Mechanical Power Transmission Equipment
- 31 Bearings
- 32 Woodworking Machinery and Equipment
- 34 Metalworking Machinery
- 35 Service and Trade Equipment
- 36 Special Industry Machinery
- 37 Agricultural Machinery and Equipment
- 38 Construction, Mining, Excavating, and Highway Maintenance Equipment
- 39 Materials Handling Equipment
- 40 Rope, Cable, Chain, and Fittings
- 41 Refrigeration, Air Conditioning and Air Circulating Equipment



- 42 Fire Fighting, Rescue, and Safety Equipment
- 43 Pumps and Compressors
- 44 Furnace, Steam Plant, and Drying Equipment, and Nuclear Reactors
- 45 Plumbing, Heating and Sanitation Equipment
- 46 Water Purification and Sewage Treatment Equipment
- 47 Pipe, Tubing, Hose, and Fittings
- 48 Valves
- 49 Maintenance and Repair Shop Equipment
- 51 Hand Tools
- 52 Measuring Tools
- 53 Hardware and Abrasives
- 54 Prefabricated Structures and Scaffolding
- 55 Lumber, Millwork, Plywood, and Veneer
- 56 Construction and Building Materials
- 58 Communication, Detection, and Coherent Radiation Equipment
- 59 Electrical and Electronic Equipment Components
- 60 Fiber Optics Materials and Components, Assemblies, and Accessories
- 61 Electric Wire, and Power and Distribution Equipment
- 62 Lighting Fixtures and Lamps
- 63 Alarm and Signal, and Security Detection Systems
- 65 Medical, Dental, and Veterinary Equipment and Supplies

- 66 Instruments and Laboratory Equipment
  
- 67 Photographic Equipment
- 68 Chemicals and Chemical Products
  
- 69 Training Aids and Devices
  
- 70 General Purpose Information Technology Equipment
  
- 71 Furniture
  
- 72 Household and Commercial Furnishings and Appliances
  
- 73 Food Preparation and Serving Equipment
  
- 74 Office Machines, Text Processing Systems and Visible Record Equipment
  
- 75 Office Supplies and Devices
  
- 76 Books, Maps, and Other Publications
  
- 77 Musical Instruments, Phonographs, and Home-Type Radios
  
- 78 Recreational and Athletic Equipment
  
- 79 Cleaning Equipment and Supplies
  
- 80 Brushes, Paints, Sealers, and Adhesives
- 81 Containers, Packaging, and Packing Supplies
  
- 83 Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags
  
- 84 Clothing, Individual Equipment, and Insignia
  
- 85 Toiletries
  
- 87 Agricultural Supplies
  
- 88 Live Animals

89 Subsistence (Food)

91 Fuels, Lubricants, Oils, and Waxes

93 Nonmetallic Fabricated Materials

94 Nonmetallic Crude Materials

95 Metal Bars, Sheets, and Shapes

96 Ores, Minerals, and Their Primary Products

99 Miscellaneous

How to read notices

Listed below is an explanation of our format of the FBO.

DOT, FED HWY ADMIN, Conds and Proc, 900 8th ST, SE, Rm 901,  
Washington DC 20030

A -- TRAFFIC BARRIERS ON CURVES, CURBS AND SLOPES RFP  
DTFH61-87-R00000. Due 041289. Contact John Doe, 202/377-2000. The  
objectives of this study are to: 1) develop safer guard rail designs  
for use on curves, curbs, and slopes: and 2) evaluate existing  
practices to develop better design guidelines and placement guidelines  
for guard rail installations on curves, curbs, and slopes. All  
responsible sources may submit a proposal which shall be considered.  
See Note 22. (116)

Item Explanation

DOT, FED HWY ADMIN, Conds Name and address of the and Proc, 900 8th  
ST, SE, contracting office Rm 901, Washington DC 20030

A Classification Code

TRAFFIC BARRIERS ON CURVES, Subject CURBS, AND SLOPES

RFP DTFH61-87-R00000 Solicitation Number

Due 041289 Due Date 4/12/89

Contact John Doe, 202/377-2000 Contact Person

The objectives of this study are to: Description 1) develop safer guard...proposal which shall be considered.

See Note 22 Read Numbered Note 22

(116) Julian Date indicating when the synopsis was received by the FBO Office This is only a sample procurement notice. Actual notices may contain either more or less information. For additional information concerning an actual notice please contact the office that has issued the notice. The appropriate office is identified in bold face at the beginning of the notice.

#### Numbered Notes

Numbered Notes are Footnotes. The purpose of the Numbered Notes is to eliminate the unnecessary duplication of information that appears in various announcements. If a Numbered Note is included in the description of a notice, the note referred to must be read as part of the item.

When the note(s) applies to a synopsis, the contracting official should reference the note at the end of the Description field ,e.g., "See Note(s) 22 and 23".

1. The proposed contract is 100% set aside for small business concerns.
2. A portion of the acquisition is set aside for small business concerns.
3. The proposed contract is a labor surplus area set-aside. (This note is deleted as of 7/21/99.)
4. The proposed contract is 100 percent set aside for small disadvantaged business concerns (SDB). Offers from concerns other than SDBs will not be considered. (This note is deleted as of 11/24/99.)
5. The proposed contract is 100% set aside for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs). Offers from other than HBCUs and MIs will not be considered.
6. The proposed contract is a total small disadvantaged business set aside or is being considered as a total small disadvantaged business set aside. (This note is deleted as of 11/24/99.)
7. The proposed contract is 100% set aside for Historically Black Colleges, Universities and Minority Institutions or is partially set aside for Historically Black Colleges, Universities and Minority

Institutions.

8. The solicitation document contains information that has been designated as "Militarily Critical Technical Data." Only businesses that have been certified by the Department of Defense, United States/Canada Joint Certification Office, and have a valid requirement may have a copy of the solicitation document. All requests for copies of the solicitation document must include a certified copy of DD Form 2345, Militarily Critical Technical Data Agreement. To obtain certification, contact: Commander, Defense Logistics Information Service (DLIS), ATTN: U.S./Canada Joint Certification Office, 74 Washington Avenue North, Battle Creek, MI 49017-3084 or call the DLIS at (800)-352-3572. The DLIS Unites States/Canada Joint Certification Lookup service is available via the Internet at: <http://www.dlis.dla.mil/ccal/>.

9. Interested parties may obtain copies of Military and Federal Specifications and Standards, Qualified Product Lists, Military Handbooks, and other standardization documents from the DoD Single Stock Point (DODSSP), in Philadelphia, PA. Most documents are available in Adobe PDF format from the ASSIST database via the Internet at <http://assist.daps.mil/>.

Users may search for documents using the ASSIST-Quick Search and, in most cases, download the documents directly via the Internet using standard browser software.

Documents not available for downloading from ASSIST can be ordered from the DODSSP using the ASSIST Shopping Wizard, after establishing a DODSSP Customer Account by following the registration procedures or by phoning the DoDSSP Special Assistance Desk at (215) 697-2179 (DSN: 442-2179).

Users not having access to the Internet may contact the DODSSP Special Assistance Desk at (215) 697-2179 (DSN: 442-2179) or mail requests to the DODSSP, Bldg. 4/D, 700 Robbins Avenue, Philadelphia, PA 19111-5094. Patterns, Drawings, Deviations Lists, Purchase Descriptions, etc., are not stocked at the DODSSP.

10-11. Reserved.

12. One or more of the items under this acquisition may be subject to an Agreement on Government Procurement approved and implemented in the United States by the Trade Agreements Act of 1979. All offers shall be in the English language and in U.S. dollars. All interested suppliers may submit an offer.

13. The proposed contract is restricted to domestic sources under the authority of FAR 6.302-3. Accordingly, foreign sources, except Canadian sources, are not eligible for award.

14-21. Reserved

22. The proposed contract action is for supplies or services for which the Government intends to solicit and negotiate with only one source under the authority of FAR 6.302. Interested persons may identify their interest and capability to respond to the requirement or submit proposals. This notice of intent is not a request for competitive proposals. However, all proposals received within forty-five days (thirty days if award is issued under an

existing basic ordering agreement) after date of publication of this synopsis will be considered by the Government. A determination by the Government not to compete with this proposed contract based upon responses to this notice is solely within the discretion of the Government. Information received will normally be considered solely for the purpose of determining whether to conduct a competitive procurement.

23. Award will be made only if the offeror, the product/service or the manufacturer meets qualification requirement at time of award, in accordance with FAR clause 52.209-1 or 52.209-2. The solicitation identifies the office where additional information can be obtained concerning qualification requirements and is cited in each individual solicitation.

24. Architect-Engineer firms which meet the requirements described in this announcement are invited to submit: (1) a Standard Form 254, Architect-Engineer and Related Services Questionnaire, (2) a Standard Form 255, Architect-Engineer and Related Services Questionnaire for Specific Project, when requested, and (3) any requested supplemental data to the procurement office shown. Firms having a current Standard Form 254 on file with the procurement office shown are not required to register this form. Firms desiring to register for consideration for future projects administered by the procurement office (subject to specific requirements for individual projects) are encouraged to submit annually, a statement of qualifications and performance data, utilizing Standard Form 254, Architect-Engineer and Related Services Questionnaire. Firms responding to this announcement before the closing date will be considered for selection, subject to any limitations indicated with respect to size and geographic location of firm, specialized technical expertise or other requirements listed. Following an initial evaluation of the qualification and performance data submitted, three or more firms that are considered to be the most highly qualified to provide the type of services required, will be chosen for negotiation. Selection of firms for negotiation shall be made through an order of preference based on demonstrated competence and qualifications necessary for the satisfactory performance of the type of professional services required, that include: (1) professional capabilities; (2) specialized experience and technical competence, as required; (3) capacity to accomplish the work in the required time; (4) past performance on contracts with respect to cost control, quality of work, and compliance with performance schedules; (5) geographical location and knowledge of the locality of the project, provided that application of the criterion leaves an appropriate number of qualified firms, given the nature and size of the project; (6) any other special qualification required under this announcement by the contracting activity. In addition to the above qualifications, special qualifications in the Department of Defense include the volume of work previously awarded to the firm by the Department of Defense, with the object of effecting an equitable distribution of Department of Defense architect engineer contracts among qualified architect-engineer firms including small and small disadvantaged business firms, and firms that have not had prior Department of Defense contracts.

25. Information submitted should be pertinent and specific in the technical area under consideration, on each of the following qualifications: (1) Experience: An outline of previous projects,

specific work previously performed or being performed and any in-house research and development effort; (2) Personnel: Name, professional qualifications and specific experience of scientist, engineers and technical personnel who may be assigned as a principal investigator and/or project officer; (3) Facilities: Availability and description of special facilities required to perform in the technical areas under consideration. A statement regarding industry security clearance. Any other specific and pertinent information as pertains to this particular area of procurement that would enhance our consideration and evaluation of the information submitted.

26. Based upon market research, the Government is not using the policies contained in Part 12, Acquisition of Commercial Items, in its solicitation for the described supplies or services. However, interested persons may identify to the contracting officer their interest and capability to satisfy the Government's requirement with a commercial item within 15 days of this notice.

27. The proposed contract is set-aside for HUBZone small business concerns. Offers from other than HUBZone small business concerns will not be considered.

28. The proposed contract is set-aside for Very Small Business Concerns (VSB). A VSB is a small business concern whose headquarters is located within the geographic area served by a district designated by SBA; and which, together with its affiliates, has no more than 15 employees and has average annual receipts that do not exceed \$1 million. Offers from other than very small business concerns will not be considered.