570.303–2 Issuing the SFO.
Release the SFO to all prospective offerors at the same time. The SFO may be released electronically.

570.303–3 Late offers, modifications of offers, and withdrawals of offers.
Follow the procedures in FAR 15.208.

570.303–4 Changes to SFOs.
(a) If the Government’s requirements change, either before or after receipt of proposals, issue an amendment. Document the amendment using the same method as for the SFO, written or electronic.
(b) If time is critical, you may provide information on SFO amendments orally.
   (1) Make a record of the information provided.
   (2) Provide, or attempt to provide, the notice to all offerors or prospective offerors on the same day.
   (3) Promptly confirm the information provided orally in a written amendment.
(c) Distribute an amendment as follows:
   (1) If before the proposal due date, send the amendment to all prospective offerors who were sent a copy of the SFO.
   (2) If after proposal receipt, send the amendment to each offeror who submitted a proposal.
   (d) If an amendment is so substantial that it requires a complete revision of the SFO, cancel the SFO, readvertise if required by 570.106, and issue a new SFO.
   (e) If there are changes to the Government’s requirements for amount of space, delineated area, occupancy date, and/or other major aspects of the requirements, the contracting officer shall consider whether there is a need to readvertise, and to document the file accordingly.

570.304 General source selection procedures.
(a) These procedures apply to acquisitions of leasehold interests except if the contracting officer uses one of the following:
   (1) Simplified lease acquisition procedures authorized by 570.2.
   (2) Two-phase design-build selection procedures authorized by 570.105–2.
   (b) The contracting officer is designated as the source selection official unless the HCA appoints another individual for a particular leasing action or group of leasing actions.
   (c) In a trade off procurement, the contracting officer must include price or cost to the Government, past performance, the planned participation of small disadvantaged business concerns in performance of the contract, and other factors as required by FAR 15.304 as evaluation factors. The contracting officer may include other evaluation factors as needed.
   (d) The evaluation factors and significant subfactors must comply with FAR 15.304 and either one of the following:
      (1) FAR 15.101–1 if the contracting officer will use the tradeoff process.
      (2) FAR 15.101–2 if the contracting officer will use the lowest price technically acceptable source selection process.

570.305 Two-phase design-build selection procedures.
(a) These procedures apply to acquisitions of leasehold interests if the contracting officer uses the two-phase design-build selection procedures authorized by 570.105–2. Follow FAR 36.3.
   (b) The SFO must include all the following information:
      (1) The scope of work.
      (2) The evaluation factors and subfactors to be used in evaluating phase-one proposals and their relative importance.
      (3) The maximum number of offerors to be selected to submit competitive proposals in phase-two.
      (4) The evaluation factors, including cost or price, and subfactors to be used in evaluating phase-two proposals and
selecting the successful offeror, and
their relative importance.
(c) The following procedures apply to
phase-one evaluation factors:
(1) Phase one factors include:
(i) Specialized experience and tech-
nical competence.
(ii) Capability to perform.
(iii) Past performance of the offeror’s
team (including architect-engineer and
construction members of the team).
(iv) The planned participation of
small disadvantaged business concerns
in performance of the contract.
(v) Other appropriate factors, such as
site or location.
(2) The contracting officer shall not
require offerors to submit detailed de-
sign information or cost or price infor-
mation in phase one. The contracting
officer shall not use cost related or
price related evaluation factors.
(d) The contracting officer shall set
the maximum number of offerors to be
selected for phase-two to not exceed
five unless the contracting officer de-
termines that a number greater than
five is both:
(1) In the government’s interest.
(2) Consistent with the purpose and
objectives of the two-phase selection
process.
(e) In phase-two, require detailed
technical and price proposals. Evaluate
the proposals using the procedures in
570.306.
[64 FR 37265, July 9, 1999, as amended at 76
FR 30851, May 27, 2011]
570.306 Evaluating offers.
(a) The contracting officer must
evaluate offers solely in accordance
with the factors and subfactors stated
in the SFO.
(b) Evaluate prices and document the
lease file to demonstrate that the pro-
posed contract price is fair and reason-
able. The contracting officer must re-
view the elements of the offeror’s pro-
posed rent to analyze whether the indi-
vidual elements are realistic and re-

ject the offeror’s clear understanding
of the work to be performed. The con-
tracting officer must discuss any in-
consistencies with the offeror. If the of-
feror refuses to support or make any
changes to the rent proposed, consider
the risk to the Government prior to
making any lease award.
(c) Evaluate past performance on pre-
vious lease projects in accordance with
515.305 and FAR 15.305(a)(2). Obtain in-
formation through:
(1) Questionnaires tailored to the cir-
cumstances of the acquisition;
(2) Interviews with program man-
agers or contracting officers;
(3) Other sources; or
(4) Past performance information col-
lected under FAR 42.15 and available
through the Past Performance Infor-
mation Retrieval System (PPIRS) at
(d) The contracting officer may ob-
tain information to evaluate an
offeror’s past performance on subcon-
tracting plan goals and small disadvan-
taged business participation, monetary
targets, and notifications under FAR
19.1202–4(b) from the following sources:
(1) The Small Business Administra-
tion;
(2) Information on prior contracts
from contracting officers and adminis-
trative contracting officers;
(3) Offeror’s references; and
(4) Past performance information col-
lected under FAR 42.15 and available
through PPIRS.
(e) The contracting officer may ob-
tain information to evaluate an
offeror’s past performance on subcon-
tracting plan goals and small disadvan-
taged business participation, monetary
targets, and notifications under FAR
19.1202–4(b) from the following sources:
(1) The Small Business Administra-
tion;
(2) Information on prior contracts
from contracting officers and adminis-
trative contracting officers;
(3) Offeror’s references; and
(4) Past performance information col-
lected under FAR 42.15 and available
through PPIRS.
(f) Document the evaluation of award
factors other than price listed in the
solicitation. The file must include the
basis for evaluation, an analysis of
each offer, and a summary of findings.
(g) Also see the requirements in
570.108, 570.109 and 570.111.
[64 FR 37265, July 9, 1999, as amended at 76
FR 30851, May 27, 2011]
570.307 Negotiations.
(a) Follow the procedures in FAR
15.306 and 15.307 for exchanges (includ-
ing clarifications, communications, ne-
gotiations, discussions, and revisions).
(b) Place a written record of all ex-
changes in the lease file.
(c) Provide prompt written notice to
any offeror excluded from the competi-
tive range or otherwise eliminated
from the competition in accordance with
FAR 15.503(a).
570.308 Award.
(a) Make award to the responsible of-
feror whose proposal represents the
best value after evaluation in accord-
ance with the factors and subfactors in
the SFO.