

# 15.204-5 Part IV-Representations and Instructions.

The *contracting officer shall* prepare the representations and instructions as follows:

(a) *Section K, Representations, certifications, and other statements of offerors.* Include in this section those *solicitation* provisions that require representations, certifications, or the submission of other information by *offerors*.

(b) *Section L, Instructions, conditions, and notices to offerors or respondents.* Insert in this section *solicitation* provisions and other information and instructions not required elsewhere to guide *offerors* or respondents in preparing proposals or responses to requests for information. Prospective *offerors* or respondents *may* be instructed to submit proposals or information in a specific format or severable parts to facilitate evaluation. The instructions *may* specify further organization of proposal or response parts, such as-

(1) Administrative;

(2) Management;

(3) Technical;

(4) *Past performance*; and

(5) Certified *cost or pricing data* (see [Table 15-2 of 15.408](#)) or data other than *certified cost or pricing data*.

(c) *Section M, Evaluation factors for award.* Identify all significant factors and any significant subfactors that will be considered in awarding the contract and their relative importance (see [15.304\(d\)](#)). The *contracting officer shall* insert one of the phrases in [15.304\(e\)](#).

**Parent topic:** [15.204 Contract format](#).