

## 22.103-3 Procedures.

(a) *Solicitations* normally *shall* not specify delivery or performance schedules that *may* require *overtime* at Government expense.

(b) In negotiating contracts, *contracting officers should*, consistent with the Government's needs, attempt to-

(1) Ascertain the extent that *offers* are based on the payment of *overtime* and shift premiums; and

(2) Negotiate contract prices or estimated costs without these premiums or obtain the requirement from other sources.

(c) When it becomes apparent during negotiations of applicable contracts (see [22.103-5\(b\)](#)) that *overtime* will be required in contract performance, the *contracting officer shall* secure from the *contractor* a request for all *overtime* to be used during the life of the contract, to the extent that the *overtime* can be estimated with reasonable certainty. The *contractor's* request *shall* contain the information required by paragraph (b) of the clause at [52.222-2](#), Payment for *Overtime* Premiums.

**Parent topic:** [22.103 Overtime](#).