

20. REQPRPK

IN REPLY

REFER TO: (Requirement name/Brief title)

TO: _____
Program Official

FROM: _____
Contracting Officer
_____ Branch

In order to process the above referenced requirement the following documents and/or statements are required. Additional information/guidance is available in the PPD Customer Service Guide. All items listed are found in Part C of the guide, some have an exhibit. The guide is available at <http://www.ars.usda.gov/afm2/divisions/ppd/ppdcs.htm>.

- o **AD-700 funding document.** (Exhibit E-1)
- o **Statement of Work.** (Exhibit E-2)
- o **Government Cost Estimate.** (Exhibit E-4)
- o **Reference Material.** (Exhibit E-2)
- o **Government Furnished Property/Facilities.** (Exhibit E-5)
- o **Period of Performance.** (Exhibit E-5)
- o **Deliverables.** (Exhibit E-5)
- o **Evaluation Criteria.** (Exhibit E-6)
- o **Source List.**
- o **Contracting Officer's Representative (COR) Nominations.** (Exhibit E-7)

- o **Special approvals/coordinations/clearances.** Copies of required clearances and approvals should be attached to the request for contract. If they are not attached, a note explaining the action taken to obtain approvals should be included.

- o **Special terms and conditions.** Forwarded and special terms/conditions which the Program Office would like included in the contract.

Send the required information to the following address:

USDA, ARS, PPD, _____
Attention:

If any assistance is needed, please contact , _____ at _____.

revised 11/03/2000
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