

5. MFA responsibilities:

6. Contract deliverables:

7. Period of performance:

8. Place of performance:

9. Inspection and acceptance:

¹The term contractor means the provider of the supplies or services, including universities, individual subject matter experts, and independent contractors.

10. Evaluation criteria (Factors to be evaluated) – Contact P2P for assistance:

11. Evaluating committee (List three or more, in odd numbers) members to evaluate offers:

12. Independent cost estimate (see instructions below):

13. Point of contacts (email and phone number):

Recommended Vendor(s)

Provide vendor(s) to be considered in the RFP process, if any, and reason for inclusion

Vendor Name & Email Address	Comment/Reason for Inclusion

Visit P2P.gwdocs.org for more details on RFP/Bid process within the MFA Procurement Manual or contact Pr2P at p2p@mfa.gwu.edu.

(1) Identification of the Principal Investigator for this action	Provide the name, title, and contact information of the Principal Investigator submitting the Requirements Document.
(2) Identification of the Project Task Award (PTA) number	Provide the Project Task Award (PTA) number associated with the procurement. Present a brief overview of what the Requirements Document covers.
(3) Purpose and objective(s) of the procurement	Describe the overall effect the requirement will achieve. State the specific objectives of this procurement. Provide a broad, non-technical statement of the nature of the work to be performed and the result that the MFA expects to achieve.
(4) Contractor responsibilities (if applicable)	Define and explain the work the contractor will perform. Identify the specific tasks, steps, and sequence of the work. Identify the methodologies, specifications, standards, studies, and other documentation the contractor will use.
(5) MFA responsibilities	List MFA-furnished data, property, or facilities that the MFA will provide to the contractor. Provide the name, title, and contact information of the MFA point of contact.
(6) Contract deliverables	Describe all of the following: <ul style="list-style-type: none"> • Progress/status reports, findings, and other pertinent data, including the frequency of reporting and specific due dates. • Data deliverables (e.g., final report, technical data, etc.) at contract completion. • Packing, packaging, and marking requirements for items.
(7) Period of performance	State when the work will begin and end. Identify interim periods of performance for discreet deliverables.
(8) Place of performance	Indicate the location of where the work is to be performed (e.g., MFA contractor facility, or other identified location).
(9) Inspection and acceptance	List the criteria for acceptance of deliverables. Explain how the MFA will determine whether the contractor has successfully performed. Indicate what will be inspected. Identify who will perform the inspection. Explain how acceptance or rejection will be communicated to the contractor.
(10) Evaluating criteria	List the criteria that the evaluation will be based on. If necessary, request Procurement to provide example(s)
(11) Evaluating Committee	List (in odd numbers), three or more members to evaluate offers.
(12) Independent Cost Estimate	Provide an independent estimate only on Federal acquisitions expected to exceed \$150K.
(13) Point of Contacts	Provide the email and phone number of contacts