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GUIDANCE

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[Procurement Forms](#) (Revised 12/2004)

Listed are the forms that may be used with the Acquisition Management System. Click on the link to download the Microsoft Word document.

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Paperwork Reduction Act Statement





The Federal Aviation Administration Acquisition Management System (FAAAMS), including the Procurement Toolbox, includes certain prescribed forms (also called templates) for use in procurement. These forms in some cases closely parallel or duplicate forms already in use by other civilian agencies and the military agencies, but in other cases represent the distinctive needs of the FAAAMS. The forms facilitate more timely and cost effective acquisitions. They are also useful for contract awards and administration. There are 79 forms. Each form is electronically retrievable within the FAAAMS FAST system. The forms used are required by statute, policy or implementing guidance. The information is essential for the proper function of the FAAAMS. The estimated average response time ranges from one to 64 hours per response depending upon the form. FAA protects confidentiality and proprietary information where necessary. An agency may not conduct, or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The control number assigned to this collection is 2120-0595.

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	ABSTRACT OF OFFERS --> (SF-1409)
	ABSTRACT OF OFFERS - CONTINUATION --> (SF-1410)

	AFFIDAVIT OF INDIVIDUAL SURETY --> (SF-28)
	AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT --> (SF-30)
	ARCHITECT-ENGINEER AND RELATED SERVICES QUESTIONNAIRE --> (SF-254)
	ARCHITECT-ENGINEER AND RELATED SERVICES QUESTIONNAIRE FOR SPECIAL PROJECT -->(SF-255)
	ARCHITECT-ENGINEER CONTRACT --> (SF-252)
	AWARD/CONTRACT --> (SF-26) (Revised 07/2003)
	BID BOND --> (SF-24)
	BID BOND - ANNUAL --> (SF-34)
	BUSINESS DECLARATION --> (Revised 10/2003)
	CAPITALIZATION FORM -->
	CAPITALIZATION OF LESSOR COMPLIANCE --> Available Soon
	CERTIFICATE OF APPOINTMENT --> SF-1402)
	CONSENT OF SURETY --> (SF-1414)
	CONSENT OF SURETY AND INCREASE OF PENALTY --> Available Soon
	CONTRACT AWARD NOTIFICATION --> (DOT-4220.41)
	CONTRACT DATA REQUIREMENT LIST (CDRL) -->
	CONTRACT FACILITIES CAPITAL AND COST OF MONEY --> (DOT-4220.34)
	CONTRACT PRICING PROPOSAL COVER SHEET --> (SF-1411)
	CONTRACT PRICING SUMMARY --> (DOT-4220.44)
	CONTRACTOR POSITION / SENSITIVITY LEVEL DESIGNATION RECORD --> FAA Form 1600-77 (Revised 01/2004)
	CONTRACTOR'S RELEASE --> (DOT-F4220.4) (Revised 07/2003)
	CONTRACTOR'S REQUEST FOR PROGRESS PAYMENT --> (SF-1443)
	DATA ITEM DESCRIPTION -->
	DETERMINATION OF PROSPECTIVE CONTRACTOR RESPONSIBILITY --> (DOT-4220.1)
	ELECTRONICS FUNDS TRANSFER FORM --> Available Soon
	FACILITY SECURITY CHECKLIST
	INVENTORY SCHEDULE A - METALS IN MILL PRODUCT FORM --> (SF-1426)

	INVENTORY SCHEDULE A - METALS IN MILL PRODUCT FORM (CONTINUATION SHEET) --> (SF-1427)
	INVENTORY SCHEDULE B --> (SF-1428)
	INVENTORY SCHEDULE B - CONTINUATION SHEET --> (SF-1429)
	INVENTORY SCHEDULE C - WORK-IN-PROCESS --> (SF-1430)
	INVENTORY SCHEDULE C - WORK-IN-PROCESS (CONTINUATION SHEET) --> (SF-1431)
	INVENTORY SCHEDULE D - SPECIAL TOOLING AND SPECIAL TEST EQUIPMENT --> (SF-1432)
	INVENTORY SCHEDULE D - SPECIAL TOOLING AND SPECIAL TEST EQUIPMENT (CONTINUATION SHEET) --> (SF-1433)
	INVENTORY VERIFICATION SURVEY --> (SF-1423)
	LAND ON AN AIRPORT LEASE -->
	LAND ON AN AIRPORT LEASE -->
	LESSORS ANNUAL COST STATEMENT -->
	MATERIAL INSPECTION AND RECEIVING REPORT -->_(DOT-4220.42)
	ORDER FOR SUPPLIES AND SERVICES --> (SF-347)
	ORDER FOR SUPPLIES AND SERVICES CONTINUED --> (SF-348)
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	PAYMENT BOND FOR OTHER THAN CONSTRUCTION CONTRACTS --> (SF-1416)
	PERFORMANCE BOND -ANNUAL --> Template No. 18_(SF-25) (Revised 12/2004)
	PERFORMANCE EVALUATION (ARCHITECT-ENGINEER) --> (SF-1421)
	PREAWARD SURVEY OF PROSPECTIVE CONTRACTOR -->(SF-1403)
	PREAWARD SURVEY OF PROSPECTIVE CONTRACTOR (ACCOUNTING SYSTEM) --> (SF-1408)
	PREAWARD SURVEY OF PROSPECTIVE CONTRACTOR (FINANCIAL CAPABILITY) --> (SF-1407)
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	PRECONSTRUCTION CONFERENCE AGENDA AND CHECKLIST --> (DOT-4220.3)

	PROCUREMENT REQUEST --> (DOT-4200.1)
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	PROPOSED FEDERAL CONSTRUCTION REPORT --> (FAA 4474-5) (Added 07/2002)
	RANDOLPH-SHEPPARD VENDING FACILITIES REPORT --> (Interagency report 1270-ED-AN) (Added 07/2002)
	REINSURANCE AGREEMENT FOR A MILLER ACT PERFORMANCE BOND --> (SF-2731)
	REINSURANCE AGREEMENT FOR A MILLER ACT PAYMENT BOND -->(SF-274)
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	RESOURCE CONSERVATION AND RECOVERY REPORT (OST Interagency Report) (Revised 07/2003)
	SEMI-ANNUAL LABOR COMPLIANCE REPORT (DOL Interagency Report) (Added 07/2002)
	SETTLEMENT PROPOSAL (SHORT FORM) --> (SF-1438)
	SMALL BUSINESS SET - ASIDE DETERMINATION AND COORDINATION -->(Revised 07/2004)
	SOLICITATION/CONTRACT --> _(SF-1447)
	SOLICITATION, OFFER, AND AWARD --> (SF-33)
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	SPACE LEASE -ATTACHMENT A -->
	SPACE LEASE FORM -->
	SPACE MARKET SURVEY FORM -->
	SPACE SAFETY AND ENVIRONMENTAL CHECKLIST -->
	SPACE SOLICITATION INFORMATION -->
	STATEMENT AND ACKNOWLEDGEMENT --> Template No. 21_(SF-1413)
	SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS --> (SF-294) (Revised 07/2003)
	SUMMARY SUBCONTRACT REPORT (SF-295) (Revised 01/2004)
	SUPPORT CONTRACT AUTHORIZATION --> (Revised 07/2003)

	TERMINATION INVENTORY SCHEDULE E - SHORT FORM FOR USE WITH SF-1438 ONLY --> (SF-1434)
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	URGENT DATA REQUEST (Added 10/2002)
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