COMBINED SYNOPSIS/SOLICITATION

1. This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Federal Acquisition Regulation (FAR) subpart 12.6, in conjunction with FAR Part 13, Simplified Acquisition Procedures for Certain Commercial Items as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotes are being requested, and a written solicitation will not be issued. 2. The combined synopsis/ solicitation number is2043FY-26-Q-00038 Realty Database Subscription Service. 3. Solicitation documents and incorporated provisions and clauses are those in effect through Federal Acquisition Circular FAC 2026-01 (eff. 03/13/2026). 4. This requirement is Unrestricted for Full and Option Competition. The North American Industry Classification System number is 519290 with a size standard of 1000 employees. 5. Period of Performance:
The period of performance is one twelve-month base period from 08/11/2026 through 08/10/2027 . 6. All questions regarding this solicitation shall be submitted via email to the Contracting Officer, Joyce Derry, Joyce.d.derry@irs.gov and to the Contract Specialist Neil Belden, Neil.d.Belden@irs.gov no later than 12:00 P.M. Eastern Time on 14 July 2026. 7. Quotes are due no later than Monday, 20 July 2026 12:00 P.M. Eastern Time and shall be submitted electronically via e-mail to the Contract Specialist, Neil Belden, Neil.d.Belden@irs.gov, and Contracting Officer, joyce.d.derry@irs.gov. APPLICABLE Provisions and Clauses: The provision at 52.212-1 Instructions to Offerors Commercial, applies to this acquisition. The provision at 52.212-2 EVALUATION COMMERCIAL ITEMS (Oct 2025) applies to this acquisition.. The clause at 52.212-4, Contract Terms and Conditions Commercial Items, applies to this acquisition and a statement. The addendum to FAR 52.212-4 also applies to this acquisition.

PART I INSTRUCTION TO OFFERORS GENERAL INSTRUCTIONS

The Government anticipates issuing a Firm-Fixed-Priced award to the Lowest Priced Technically Acceptable Offeror using the procedures in 12.6, in conjunction with FAR Part 13 after concluding that the offeror represents the Lowest Price Technically Acceptable Offer, for the purposes of awarding a Purchase Order for FY26 Reality Database Subscription.

Method of Evaluation:
Lowest Price Technically Acceptable (LPTA) - After receipt of quotations, the Government will first evaluate the lowest price quotation. If the lowest price quotation is determined to be technically acceptable and otherwise properly awardable, no further evaluations will be conducted, and award will be made. If, however, the lowest price quotation is determined to be technically unacceptable and/or otherwise not properly awardable, further evaluations will be conducted.

* To be eligible for the award, the company must be registered in the System for Award Management. If the company is not actively registered in the System for Award Management, please go to https://sam.gov/SAM/ and get registered. The Product Service Code (PSC) for this requirement is B507- Special Studies/Analysis Economic.

The NAICS code for this requirement is 519290- Web Search Portals and All other Information Services.

QUOTATION PREPARATION INSTRUCTIONS

The Government requests the submission of a technical and price quotation in response to this solicitation. All questions regarding this solicitation shall be submitted via email to the Contracting Officer, Joyce Derry, Joyce.d.derry@irs.gov and to the Contract Specialist Neil Belden, Neil.d.Belden@irs.gov no later than 12:00 P.M. Eastern Time on 14 July 2026. A consolidated list of responses will be incorporated to the solicitation via amendment NLT Thursday, 16 July 2026.

Quotes are due no later than Monday, 20 July 2026 12:00 P.M. Eastern Time and shall be submitted electronically via e-mail to the Contract Specialist, Neil Belden, Neil.d.Belden@irs.gov, and Contracting Officer, joyce.d.derry@irs.gov.

The quote MUST include the following:

a) RFQ number
b) Complete company name (as represented in SAM.gov)
c) Tax identification number (TIN)
d) Unique Entity Identifier (UEI)
e) Cage Code
f) The company's business size
g) Complete Business Mailing Address
h) Contact Name
i) Contact Phone Number
j) Contact email address

The technical quote shall address the following:

1. The Offeror shall provide a statement confirming that its proposed commercial solution meets each requirement of the Statement of Work (SOW).

QUOTE PREPARATION COSTS

This RFQ does not commit the Government to pay any cost for the preparation and submission of the quote in response to this RFQ.

EVALUATION OF COMMERCIAL ITEMS

The Government will review the submitted quote to ensure compliance with the requirement of the Statement of Work (SOW) and solicitation.

The Technical quote will be evaluated on the following factors:

1. Verification that Contractor understands and will be able to comply with requirement, as detailed in SOW.

In addition, the submitted price quotation will be evaluated for price reasonableness prior to award.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER	PAGE 4 OF 29
5000224024	

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
			2043FY-26-Q-00038	07/2/2026

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER *(No collect calls)*	8. OFFER DUE DATE/ LOCAL TIME
	Joyce Derry		07/20/2026 12:00 PM

9. ISSUED BY CODE 2050

Office of Procurement Operations-Office of Procurement Operations
110 N City Pkwy
Suite 100
Las Vegas, NV 89106-6805
Attn: Neil Belden

10. THIS ACQUISITION IS [X] UNRESTRICTED OR [ ] SET ASIDE: % FOR:

- [ ] SMALL BUSINESS
- [ ] HUBZONE SMALL BUSINESS
- [ ] SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
- [ ] WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
- [ ] EDWOSB
- [ ] 8 (A)

NAICS: 519290

SIZE STANDARD: $1,000

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS	13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING / 14. METHOD OF SOLICITATION
[ ] SEE SCHEDULE		[ ]	[X] RFQ [ ] IFB [ ] RFP

15. DELIVER TO CODE

See Attached Delivery Schedule

16. ADMINISTERED BY CODE

17a. CONTRACTOR/ OFFEROR CODE FACILITY CODE

TELEPHONE NO.

18a. PAYMENT WILL BE MADE BY CODE

[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

[ ] 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Realty Database Subscription Service Period of performance is 08/11/2026 - 08/10/2027 *(Use Reverse and/or Attach Additional Sheets as Necessary)*				

25. ACCOUNTING AND APPROPRIATION DATA
See Attached Schedule(s)

26. TOTAL AWARD AMOUNT *(For Govt. Use Only)*

[X] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [X] ARE NOT ATTACHED

[ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

[X] 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED

[ ] 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

30b. NAME AND TITLE OF SIGNER *(Type or print)*	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER *(Type or print)*	31c. DATE SIGNED

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PART I

Line Item Table

Item No.	FSC	Item Description	QTY	Unit	Unit Price	Total Value
0001	B507	Provide the IRS LB&I Engineers and Valuators access to databases which reports nationwide current and historical real estate market transactions for 20 users. 08/11/2026 – 08/11/2027	12.000	MO		

Delivery Schedule

Delivery Address	Item No.	QTY	Delivery Date
IRS Internal Revenue Service ALUS	0001	12.000	08/11/2026

Statement of Work
Internal Revenue Service
FY26 Realty Subscription Database POP
08/11/2026 – 08/10/2027

C.1 INTRODUCTION/OVERVIEW

The IRS Large Business and International (LB&I) Division's Engineering Program identifies and evaluates reference materials, market data resources, and analytical tools needed to support its Engineering Specialists, including Engineers, Appraisers, and Financial Analysts.

C.2 BACKGROUND

The LB&I Division's Engineering Program provides technical support on engineering and valuation issues involving large and complex business tax returns. Specialists perform work involving commercial real estate appraisal, machinery and equipment valuation, cost segregation studies, and research credit claims.

To support these activities, the Government requires access to a commercial real estate information platform that provides nationwide current and historical market data. The platform must provide comprehensive commercial real estate information, including ownership records, sales transactions, lease information, market trends, and related market analytics necessary to evaluate commercial properties and support tax administration activities.

C.3 DESCRIPTION OF SERVICES

The Contractor shall provide a commercial real estate information platform and related services that meet the requirements of this Performance Work Statement.

1) Access to a commercial real estate database containing United States commercial real estate data, including approximately fifty (50) states throughout the continental United States via an internet-accessible application.

2) Commercial real estate data that is maintained and updated on a regular basis.

3) Twenty (20) user accounts located nationally.

4) The ability to add or remove user accounts at the request of the IRS representative.

5) Help desk and technical support for authorized users.

6) Detailed usage reports upon request.

7) Unlimited access to subscription data without annual usage caps.

8) Unlimited access to all functionality included in the subscribed service.

9) Timely customer support from personnel knowledgeable in the Contractor's platform.

10) Training for IRS personnel upon request.

The Government does not require any specific proprietary platform, product, or brand name. Any commercial solution that satisfies the requirements of this Statement of Work may be considered.

C.4 REQUIRED DATA

The Contractor shall provide full access to a commercial real estate information platform containing United States commercial real estate data, including approximately fifty (50) states throughout the continental United States, via an internet-accessible application. As additional researched markets become available within the Contractor's standard commercial offering during the period of performance, the Government shall receive access to those markets at no additional cost.

PERFORMANCE STANDARD – REQUIRED DATA

The subscription shall be available twenty-four (24) hours per day, seven (7) days per week. Data shall be updated at the same frequency provided to the Contractor's commercial customers. User access to help desk support shall be available during normal business hours.

C.5 INFORMATION ACCESS

The information shall be available through a high-speed internet website. Access shall be controlled through user IDs and passwords and shall be available to authorized IRS employees twenty-four (24) hours per day, seven (7) days per week.

PERFORMANCE STANDARD – INFORMATION ACCESS

1. Compatible with Windows 10 or later.

2. Capable of exporting data to PDF, Microsoft Excel, Access, and Word.

3. Maintain compatibility with current Microsoft operating systems and Microsoft Office applications.

4. Maintain compatibility with current versions of Microsoft Edge and Google Chrome.

5. Comply with Section 508 of the Rehabilitation Act of 1973.

6. Available online through a high-speed network.

7. Account issuance shall be controlled by the IRS Point of Contact.

C.6. HELP/SUPPORT IN USE OF DATABASE

The Contractor shall:

1. Provide unlimited Help Desk support during normal business hours.

2. Provide assistance regarding database access, searches, reporting, data retrieval, exports, and platform functionality.

3. Provide support from personnel knowledgeable in the Contractor's commercial real estate information platform.

4. Respond to support requests within two (2) business days.

5. Provide support beginning on the first day of the period of performance.

PERFORMANCE STANDARD – HELP/SUPPORT IN USE OF DATABASE

Support shall be available throughout the contract period and assist users with accessing and utilizing the database and related functionality.

C.7. DATABASE TRAINING UPON REQUEST

The Contractor shall:

1. Provide training for IRS personnel upon request.

2. Coordinate with the IRS Point of Contact regarding training content and scheduling.

3. Make training available beginning on the first day of the period of performance.

PERFORMANCE STANDARD – DATABASE TRAINING UPON REQUEST

Training shall enable users to effectively access and utilize the database and its available functionality.

C.8 AUTHORIZED USERS

Authorized users under this contract are Engineering Program personnel of the Internal Revenue Service (IRS), including Engineers, Appraisers, Financial Analysts, and other personnel authorized by the IRS Point of Contact.

The IRS Point of Contact is [redacted]

The IRS Contracting Officer's Representative (COR) is [redacted]

C.9 PERIOD OF PERFORMANCE

The period of performance shall consist of one (1) base year beginning upon contract award. The Contractor shall be prepared to provide access and support services beginning on the first day of the period of performance.

C.10 QUALITY ASSURANCE

The IRS Point of Contact will monitor contractor performance through direct observation and user feedback. The Government will assess performance based on system availability, responsiveness to support requests, account administration, training support, and compliance with the performance standards contained in this Performance Work Statement.

C.11 DELIVERY

The Contractor shall provide user account access and subscription activation no later than the first day of the period of performance.

C.12 INVOICES

Contract Number must appear on all invoices. Invoices shall be submitted annually in advance through the Invoice Processing Platform (IPP) at www.ipp.gov.

Duplicate Copy of electronic Invoices will be delivered to:

[redacted]
CONTRACTING OFFICER REPRESENTATIVE (COR)

Internal Revenue Service
[redacted]

C.13 CONTRACT ADMINISTRATION INFORMATION

[redacted], CONTRACTING OFFICER REPRESENTATIVE (COR)

Phone: [redacted]
Email: [redacted]

C.14 GOVERNMENT FURNISHED PROPERTY

N/A. There will be no Government furnished property provided under this contract requirement.

C.15 SECURITY REQUIREMENTS

N/A.

Clauses Incorporated by Reference:

52.202-1 Definitions (Jun 2020)

52.203-3 Gratuities (Apr 1984)

52.203-17 Contractor Employee Whistleblower Rights (Nov 2023)

52.203-19 Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017)

52.204-7 System for Award Management – Registration (Oct 2025)

52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2025)

52.204-13 System for Award Management—Maintenance (Oct 2025)

52.204-19 Incorporation by Reference of Representations and Certifications (Dec 2014)

52.209-10 Prohibition on Contracting with Inverted Domestic Corporations (Oct 2025)

52.212-1 Instructions to Offerors – Commercial Products and Commercial Services (Oct 2025)

52.212-2 Evaluation—Commercial Products and Commercial Services (Oct 2025)

52.212-4 Terms and Conditions – Commercial Products and Commercial Services (Oct 2025) Addendum I (Oct 2025)

52.219-4: Notice of Price Evaluation preference for HUBZone Small Business Concerns (Oct 2025)

52.222-3 Convict Labor (Oct 2025)

52.222-19 Child Labor-Cooperation with Authorities and Remedies (Oct 2025)

52.222-50 Combating Trafficking in Persons (Oct 2025)

52.222-54 Employment Eligibility Verification (Oct 2025)

52.222-90 Addressing DEI Discrimination by Federal Contractors (Oct 2025)

52.223-23 Sustainable Products (Oct 2025)

52.227-1 Authorization and Consent (Jun 2020)

52.227-2 (Notice and Assistance Regarding Patent and Copyright Infringement (Jun 2020)

52.229-3 Federal, State, and Local Taxes (Oct 2025)

52.232-23 Assignment of Claims (May 2014)

52.232-39 Unenforceability of Unauthorized Obligations (Jun 2013)

52.232-40 Providing Accelerated Payments to Small Business Subcontractors (Mar 2023)

52.233-1 Disputes (Oct 2025)

52.233-3 Protest after Award (Oct 2025)

52.233-4 Applicable Law for Breach of Contract Claim (Oct 2025)

52.243-1 Changes-Fixed Price (Oct 2025)

1052.210-70 Contractor Publicity (Apr 2015)

Full Text Clauses:

52.216-1 Type of Contract (Oct 2025)

The Government contemplates award of a Firm-Fixed-Price contract resulting from this solicitation.

(End of Provision)

1052.201-70 Contracting Officer's Representative (COR) Appointment and Authority (Apr 2015)

(a) The COR is TBD.

(b) Performance of work under this contract is subject to the technical direction of the COR identified above, or a representative designated in writing. The term “technical direction” includes, without limitation, direction to the contractor that directs or redirects the labor effort, shifts the work between work areas or locations, and/or fills in details and otherwise serves to ensure that tasks outlined in the work statement are accomplished satisfactorily.

(c) Technical direction must be within the scope of the contract specification(s)/work statement. The COR does not have authority to issue technical direction that:

(1) Constitutes a change of assignment or additional work outside the contract specification(s)/work statement;

(2) Constitutes a change as defined in the clause entitled “Changes”;

(3) In any manner causes an increase or decrease in the contract price, or the time required for contract performance;

(4) Changes any of the terms, conditions, or specification(s)/work statement of the contract;

(5) Interferes with the contractor's right to perform under the terms and conditions of the contract; or

(6) Directs, supervises or otherwise controls the actions of the Contractor's employees.

(d) Technical direction may be oral or in writing. The COR must confirm oral direction in writing within five workdays, with a copy to the Contracting Officer.

(e) The Contractor shall proceed promptly with performance resulting from the technical direction issued by the COR. If, in the opinion of the Contractor, any direction of the COR or the designated representative falls within the limitations of (c) above, the Contractor shall immediately notify the Contracting Officer no later than the beginning of the next Government work day.

(f) Failure of the Contractor and the Contracting Officer to agree that technical direction is within the scope of the contract shall be subject to the terms of the clause entitled “Disputes.”

(End of Clause)

1052.224-70 Contract Publication (Oct 2018)

(a) The Department of the Treasury (Treasury) may, at its sole discretion, publish this contract or portions thereof, including orders issued under the contract when deemed in the best interest of the Government.

(b) To afford the Contractor an opportunity to review and propose redactions for any information contained in the Treasury contract that may be subject to a FOIA exemption, the Contractor may

submit, within ten business (10) days from the date of award of this contract or any order issued under the contract—

(1) A pdf file of the fully executed contract or order that is suitable for publication and which includes all Contractor proposed redactions (e.g, trade secrets or any commercial or financial information that the Contractor believes to be privileged or confidential business information) and.

(2) A written statement identifying the portions of each proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. 552, and, in the case of FOIA Exemption 4, 5 U.S.C. 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential.

(c) Treasury will consider the Contractor's proposed redactions and associated grounds for nondisclosure prior to making a determination as to what information may be properly withheld for purposes of publishing this contract or portions thereof.

(d) The Contractor may submit a request to the CO for additional time to complete the action prescribed by paragraph (b) of this clause. The lack of action by the Contractor will be deemed by the Government as there being no information in the Treasury contract subject to a FOIA exemption.

(e) Information provided by the Contractor in response to this clause may itself be subject to disclosure under the FOIA.

(End of Clause)

IR1052.232-9001 Electronic Invoicing and Payment Requirements for the Invoice Processing Platform (IPP) (Jul 2019)
(a) Definitions:

"Short payment" as used in this clause means the partial payment of an invoice for goods/services actually rendered at the time of payment when the invoice includes additional goods/services that have not yet been provided/rendered.

"Short payment" example: The contract requires the delivery of a set number of items, with the price, delivery location, and delivery due date also specified. The vendor delivers 50% of the items as specified but invoices for 100% of the items. Before implementation of the IPP, the IRS would have paid the vendor for the items delivered and instructed the vendor to re-invoice the IRS when the balances of the items were delivered. In other words, the IRS would "short pay" the invoice since the IRS did not remit payment for the full invoice amount. With implementation of the IPP, the IRS can no longer do this because the IRS cannot accept an electronic invoice that includes items not yet received. The IRS will reject the invoice. The vendor needs to submit an invoice for only the items received by the IRS (in this case, 50%),

and, if these items meet all other contract terms and conditions, the IRS will pay the invoiced amount. The vendor submits subsequent invoice(s) for items as they are delivered and accepted.

(b) The Invoice Processing Platform (IPP) is a secure Web-based electronic invoicing and payment information service available to all Federal agencies and their suppliers. Effective October 1, 2012, invoicing for payment through the IPP will be mandatory for all new contract awards. Additional information regarding the IPP may be found at the IPP website address https://www.ipp.gov. Contractors must complete the contractor point of contact information below and submit it with their proposal submissions. Contractors may contact the IPP Helpdesk for assistance via e-mail at ippgroup@stls.frb.org or via phone at (866) 973-3131. Once a contract award has been made, the contractor will be contacted by the IPP via e-mail to set-up an account. It will be necessary for contractors to login to their IPP accounts every 90 days to keep their IPP accounts active.

(c) Contractor Point of Contact Information

Contractor Name: _____
Contractor IPP Point of Contact Name:
_____
Contractor Phone Number: _____
Contractor E-mail Address: _____

(d) Electronic Invoicing and Payment Requirements

Vendor invoices submitted electronically through the IPP should be in the proper format and contain the information required for payment processing. To be approved for payment, a "proper invoice" must list the items specified in FAR 52.232-25 (a)(3)(i) through (a)(3)(x), or in the case of a Commercial Item Contract, the items included in 52.212-4(g)(1)(i) through (g)(1)(x).

If the vendor is offering a discount via the IPP, the discount must be reflected on the invoice. The vendor will select 'Create Invoice'. The IPP system will default to 'Net 30 Prompt Pay' under the Payment Terms dropdown box. The vendor will select from 54 different discount options for the invoice that is being created. If the vendor chooses to offer a discount on the invoice screen, the information will interface to the payment system for processing. Discounts that are offered on attachments rather than the invoice itself cannot be accepted.

Under this contract, the following documents are required to be submitted as an attachment to the invoice. Please do not submit into IPP any documentation/attachments that conflict with what is stated on the invoice:

_____
___

Payment and Invoice Questions

For payment and invoice questions, contact the Ancillary Systems at (304) 254-3372 or via e-mail at cfo.fm.ipp.customer.support@irs.gov.

(e) Waiver

If the Contractor is unable to use the IPP for submitting payment requests starting on October 1, 2012, then a waiver form must be completed and submitted with the contractor's proposal submission for review and approval by the Contracting Officer based on one of the conditions listed in the waiver. The vendor will be notified prior to award as to whether their request for waiver has been approved or denied. If the waiver is granted, then a copy of the waiver must be submitted with each paper invoice that the vendor submits to the payment office or the invoice will be returned.

(f) Short Payment

Short payment on vendor submitted invoices will no longer be processed or paid. If any portion of the invoice does not meet the requirements for a proper invoice, the entire invoice shall be rejected and returned to the vendor unpaid.

IRS Invoice Processing Platform (IPP) Waiver Form

The IRS invoicing and payment requirements clause (IR1052.232-9000) requires that all invoices under awards made (or effective) on or after October 1, 2012, be submitted electronically via the IPP unless a waiver is requested and granted. If the Contractor is unable to submit its invoice through the IPP, the Contractor shall complete this waiver form indicating the reason for the waiver request by selecting the appropriate box below and providing a narrative summarizing in detail the circumstances requiring a waiver. For a solicitation, submit the waiver form with the proposal submission. For a modification that incorporates the IPP clause into an existing contract, submit the waiver form with the modification. The CO will notify the vendor via e-mail or another appropriate means of communication prior to award as to whether their waiver has been approved or denied. If the waiver is granted, then a copy of the approved waiver must be submitted with each invoice that the vendor submits to the payment office or the invoice will be returned.

Reason for requesting a waiver of the requirement to submit an electronic invoice via the IPP:

[ ] 1. Submission of invoices through IPP would impose a hardship on an individual (includes employees and sole proprietors) due to: either a physical or mental disability; a geographic, language, or literacy barrier; or an undue financial burden. The requirement to submit invoices through the IPP is automatically waived for all individuals who do not have payment capability using ACH with a U.S. financial institution.
[ ] 2. The political, financial or communications infrastructure where the place of business is located does not support access to the IPP for submitting invoices electronically.
[ ] 3. The contractor is located within an area designated by the President of the United States or an authorized agency administration as a disaster area. (Please identify area/location.)

[ ] 4. The submission of invoices electronically may pose a threat to national security, the life or physical safety of an individual may be endangered, or a law enforcement action may be compromised.
[ ] 5. The agency does not expect to receive more than one invoice from the same contractor within a one-year period. i.e., the invoice submission is non-recurring.
[ ] 6. The contractor customarily submits a high volume of invoices on a regular basis via file format, not currently supported by the IPP (i.e., uses a file format other than XML or CSV) and the high volume of invoices would cause a significant burden to the contractor if submitted through the IPP individually. If utilizing this exception, please identify the file formats supported by your invoicing system so that the IPP may consider implementing the requested file format at a later date. File format(s) used: _____
[ ] 7. Other - Please explain: _____

Attach a separate sheet of paper with a summary narrative substantiating the circumstances for the waiver exception selected from above (1 through 7).

Waiver Submitted By:

_____
Contractor Name

_____ _____
Name of Person Submitting Request for Waiver Title

_____
Signature of Person Submitting Request for Waiver

_____ _____
E-mail Address Phone No.

_____ _____
Contract/Order No. Date Submitted

Waiver Approved By:

_____
Contracting Officer's Name Printed

_____ _____
Contracting Officer's Signature Date

(End of Clause)

IR 1052.239-9003 Section 508 Accessibility of Information and Communication Technology (100% Compliance) (Apr 2024)
Each information and communication technology (ICT) product or service furnished under this contract shall comply with the Information and Communication Technology Accessibility Standards (36 CFR, Appendix C to Part 1194). If the Contracting Officer determines any furnished products or services are not in compliance with the contract, the Contracting Officer will apply the remedies described under FAR 52.246-2, Inspection of Supplies – Fixed Price or FAR 52.246-4, Inspection of Services – Fixed Price.

The following technical standards and provisions have been determined to be applicable to this contract:

___ Chapter 4: Hardware
___ 401 General
___ 401.1
___ 402 Closed Functionality
___ 402.1 ___ 402.2(1-6) ___ 402.3 ___ 402.4 ___ 402.5
___ 403 Biometrics
___ 403.1
___ 404 Preservation of Information Provided for Accessibility
___ 404.1
___ 405 Privacy
___ 405.1
___ 406 Standard Connections
___ 406.1
___ 407 Operable Parts
___ 407.1 ___ 407.2 ___ 407.3 ___ 407.4 ___ 407.5 ___ 407.6 ___ 407.7 ___ 407.8
___ 408 Display Screens
___ 408.1 ___ 408.2 ___ 408.3
___ 409 Status Indictors
___ 409.1
___ 410 Color Coding
___ 410.1
___ 411 Audible Signals
___ 411.1
___ 412 ICT with Two-Way Communication
___ 412.1 ___ 412.2 ___ 412.3 ___ 412.4 ___ 412.5 ___ 412.6 ___ 412.7 ___ 412.8
___ 413 Closed Caption Processing Technologies
___ 413.1
___ 414 Audio Description Processing Technologies
___ 414.1
___ 415 User Controls for Captions and Audio Descriptions
___ 415.1
___ Chapter 5: Software
___ 501 General
___ 501.1

___ 502 Interoperability with Assistive Technology
___ 502.1 ___ 502.2 ___ 502.3 ___ 502.4(A-G)
___ 503 Applications
___ 503.1 ___ 503.2 ___ 503.3 ___ 503.4
___ 504 Authoring Tools
___ 504.1 ___ 504.2 ___ 504.3 ___ 504.4
___ Chapter 7: Referenced Standards
___ 701 General
___ 701.1
___ 702 Incorporation by Reference
___ 702.1 ___ 702.2 ___ 702.3 ___ 702.4 ___ 702.5 ___ 702.6 ___ 702.7 ___ 702.8 ___ 702.9 ___ 702.10

The standards do not require the installation of specific accessibility-related software or the attachment of an assistive technology device, but merely require that the ICT be compatible with such software and devices so that it can be made accessible if so required by the agency in the future.

The following functional performance criteria (36 CFR Chapter 3) apply to this contract.

___ Chapter 3: Functional Performance Criteria
___ 301 General
___ 301.1
___ 302 Functional Performance Criteria
___ 302.1 ___ 302.2 ___ 302.3 ___ 302.4 ___ 302.5 ___ 302.6 ___ 302.7 ___ 302.8 ___ 302.9

(End of Clause)

IR1052.242-9000 Post Award Evaluation of Contractor Performance (Aug 2025)

Interim and final evaluations of contractor performance will be prepared on this contract in accordance with FAR 42.15. The Assessing Official (AO) will prepare a final performance evaluation at the time the work on the contract is completed. In addition to the final evaluation, interim evaluations will be prepared annually to coincide with the anniversary date of the contract.

The past performance evaluation process is a paperless process using the Contractor Performance Assessment Reporting System (CPARS). CPARS is a web-based system that allows for electronic processing of the performance evaluation report.

Once the Contractor is registered in CPARS, they will automatically receive an email from the CPARS site with detailed login instructions. Further details, systems requirements, and training information for CPARS is available at the cpars.gov website and in the CPARS User Manual.

Online Training for Contractors, and a practice CPARS application are available at the cpars.gov site as well.

Interim and final evaluations are sent to the Contractor for their review and comment as soon as the evaluation is rated. If the Contractor elects not to provide comments, they should acknowledge receipt of the evaluation by indicating "No comment" and then sign and date the form. If the Contractor does not sign and submit the form within 60 days, it will automatically be returned to the Government.

If the contractor disagrees with the ratings, they may indicate that they do not concur with the ratings and provide feedback supporting their disagreement prior to signing the report. When the AO receives this disputed report, they cannot complete the CPARS until they forward the report to a Reviewing Official (RO). The RO reviews the CPARS and determines if the ratings should be revised or not. If the RO decides no changes are necessary, the RO can sign and immediately complete the CPARS. However, if the RO determines that the ratings should be revised, they must send the report back to the AO through the CPARS system. Once the necessary changes are made to the Ratings, the AO sends the report back to RO for completion. The Reviewing Official must be a ‘level-above’ the AO, typically the AO’s supervisor.

The following guidelines apply concerning the Contractor's use of the past performance evaluation:

Protect the evaluation as "source selection information." After review, transmit the evaluation by completing and submitting the form through CPARS. If for some reason the Contractor is unable to view and/or submit the form through CPARS, contact the Contracting Officer for further instructions.
Strictly control access to the evaluation within the Contractor's organization. Ensure the evaluation is never released to persons or entities outside of the Contractor's control.
Prohibit the use of or reference to evaluation data for advertising, promotional material, pre-award surveys, responsibility determinations, production readiness reviews, or other similar purposes.
A copy of the completed past performance evaluation will be available in CPARS for the Contractor's review and for Government use supporting source selection actions after it has been completed.

(End of Clause)

Treasury Acquisition Bulletin 25-01 Notice

System updates may lag policy updates. The System for Award Management (SAM) may continue to require entities to complete representations based on provisions that are not included in agency solicitations. Examples include 52.222-25, Affirmative Action Compliance, and paragraph (d) of 52.212-3, Offeror Representations and Certifications—Commercial Products and Commercial Services. Contracting officers will not consider these representations when making award decisions or enforce requirements. Entities are not required to, nor are they able to, update their entity registration to remove these representations in SAM.

(End of Language)

Attachments

ATTACHMENT 1 - APU 26-01

ATTACHMENT 2 - Initial Staffing Plan Required Template

ATTACHMENT 3 - Monthly Workforce Report Required Template

TREASURY COMMON SERVICES CENTER
Washington, D.C.

Treasury Common Services Center (TCSC)
Operational Acquisition Procedures
Directive No. 26-01
February 12, 2026

MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: **Alan J. Monico Jr.,**
Interim Associate Administrator for Acquisition Services

Alan J. Monico Jr. Digitally signed by Alan J. Monico Jr. Date: 2026.02.12 19:06:45 -05'00'

SUBJECT: Direction for Implementing APU 26-01 Mandatory Staffing Plan Requirements

1. **Purpose:** This memorandum provides procedural direction to Contracting Officers (COs) and Bureau Chief Procurement Officers (BCPOs) for the implementation of Acquisition Procedures Update (APU) No. 26-01. APU 26-01 requires the inclusion of a staffing plan and a monthly workforce report for all (active and upcoming) service acquisitions set aside under the Revolutionary Federal Acquisition Regulations Overhaul (RFO) Part 19 Small Business except for contracts expiring within 30 days of this memorandum. This guidance is intended to ensure consistent, timely, and enforceable implementation across Treasury bureaus.

2. **Key Actions:**

   - **New and Existing Solicitations and Awards:** Effective immediately, all new and existing solicitations and awards are subject to APU 26-01 shall include the **Monthly Workforce Report Post Award Contract Deliverable** (Attachment 2 to APU 26-01) as a recurring deliverable.

   - **Due Date for Contract Modifications:** Bureaus shall complete all required contract modifications **within 60 calendar days** of the effective date of this directive.

   - **Integration with Invoice Processing Platform, (IPP):** The contractor shall submit each deliverable as an attachment to an invoice or as a standalone document through the Invoice Processing Platform (IPP). Only in rare cases where the Contractor is not required to use the IPP, the CO shall receive Chief Procurement Officer approval in writing (retained for the contract file) to direct through the modification that the contractor send the monthly deliverable directly to the CO and Contracting Officer Representative (COR) marked with "CUI//SP-PRVCY."

   - **Expiring Contracts:** Contracts expiring within 30 days of the effective date of this directive are exempt from the requirements of APU 26-01.

3. **BCPO Required Actions:**

- BCPOs are responsible for oversight and compliance to ensure COs and COR are informed of these requirements as discussed herein and that contract modifications reflect appropriate incorporation, administration, and enforcement.
- BCPOs are directed to immediately begin modifying existing applicable awards for service contracts awarded under FAR Part 19 set-aside authorities to incorporate the APU 26-01 requirements.
- BCPOs shall assign a Project Manager (PM) to work with TCSC Acquisition Services to oversee and expedite bureau launch, initial, and weekly progress of actions as a result of APU 26-01. **Romeo Merenov (Romeo.Merenov@treasury.gov)** is the TCSC Acquisition Services Point of Contact (POC).
- BCPOs shall prioritize award modifications in descending order of total contract dollar value, focusing first on higher-dollar value contracts and ordering vehicles with significant remaining periods of performance.
- Weekly progress reporting is required for 60 days or until confirmation of 100% modifications has been completed. The PM or designee is responsible for submission of weekly reports. BCPOs shall provide an email each Friday NLT 2PM EST to TCSCAcquistionServices@treasury.gov indicating the number of completed modifications. Modifications are not complete until reported in FPDS.
- Modifications shall add the **Monthly Workforce Report Post-Award Contract Deliverable** (Attachment 2 to APU 26-01) as a required recurring monthly deliverable for the duration of the contract exactly as it appears in the APU. The report is due as an attachment to submission of the monthly invoice.
- Submission is required monthly regardless of the award's actual billing cycle.
- The deliverable shall be submitted in PDF format, including the signed certification statement, and must contain all data of the **Monthly Workforce Report Post-Award Contract Deliverable** (Attachment 2 to APU 26-01) and must include the complete and accurate contract number, contractor name and Unique Entity Identification (UEI) number.
- BCPOs are required to review the monthly report (attachment 2) and ensure compliance prior to reviewing and approving the monthly invoice.
- BCPOs shall ensure that for applicable service contracts except for construction each monthly workforce report includes a certification signed by an authorized company officer affirming, based on current performance data, the small business prime and its similarly situated subcontractors, collectively performed at least 51 percent of the total contract cost for personnel during the reporting period; for construction contracts the percentage is 15 percent; and for special trade contracts the percentage is 25%.
- Contractors shall submit one report per contract, aggregated across all subcontractors.
- BCPO shall ensure Contractors limit the monthly report to the fields specified in the

template; do not include SSNs, dates of birth, home addresses, or other unnecessary PII. Reports containing PII must be encrypted, access-controlled, and transmitted via approved secure channels. Mark files "CUI//SP- PRVCY." Limit distribution of files with PII to the Chief Operating Officer, Chief Financial Officer, CO, COR, and designated security and human resources officials.

- BCPOs shall ensure any suspected or confirmed security breach must be reported immediately to the CO and agency privacy/security officials in accordance with OMB Memorandum M-17-12 and bureau procedures.

4. CO Required Actions:

- COs shall incorporate the requirements of APU 26-01 using the appropriate contract sections, clauses, attachments, schedules, or ordering provisions, consistent with the contract type and vehicle being modified.
- For audit purposes, the modification for the requirements of APU 26-01 must be issued as a stand-alone bi-lateral modification. It may not be combined with other contract modification requirements.
- The CO shall utilize the following language in each modification to incorporate APU 26-01 into each contract/order:

> *"The purpose of this modification is to incorporate the requirements of Acquisition Procedures Update (APU) No. 26-01, Mandatory Staffing Plan and Monthly Contractor Workforce Reporting Deliverables (attached) for this contract/order.*
>
> *This contract/order is modified to add the three attachments below in Section J (or equivalent) and to require contractor compliance with APU 26-01 in its entirety. The Contractor shall provide an initial staffing plan within 30 days of the issuance of this modification."*
>
> *Attachment 1 – Initial Staffing Plan Required Template*
> *Attachment 2 – Monthly Workforce Report Required Template*
> *Attachment 3 – APU 26-01*
>
> *The Contractor shall return signed modification within 5 business days from date of issue of this modification.*

- To incorporate APU 26-01the CO shall insert the following in the instructions to offerors in each solicitation:

> *Offerors are required to comply with Treasury APU 26-01(attached to this solicitation) in its' entirety. The Initial Staffing Plan (APU 26-01attachment 1) must be included with your submission. Upon award, the Monthly Workforce Report (APU 26-01 Attachment 2) is required to be submitted with your monthly invoice; however, submission is required monthly regardless of the award's actual billing cycle.*

- For all solicitations for services and the resulting contract or order, the CO shall include the mandatory deliverable templates shown in Attachments 1 and 2 of this directive.

- Solicitations shall require offerors submit an initial staffing plan using the template attached to this document (Attachment 1) as part of their technical proposal. The plan shall reflect the proposed labor mix for the base and each option period and identify prime and subcontractor roles.

- The CO shall ensure the offerors staffing plan includes a clear breakdown of prime versus subcontractor labor hours and cost by labor category for the base and each option period. This information shall be utilized by the CO to verify compliance at award

- The CO shall utilize the monthly workforce report and attached company certification to verify Contractor compliance throughout performance of the contract

- COs shall ensure compliance of receipt and acceptance of contract deliverables.

- COs shall ensure the initial staffing plan templates and reporting requirements are clearly identified in the contract in a manner appropriate to the contract structure.

- The CO shall ensure offerors certify in their initial staffing plan that the small business prime contractor will perform at least 51 percent of the cost of contract performance incurred for personnel with its own employees or those of other similarly situated small business concerns.

    - If the deliverable is incomplete (or uncertified), regular remedies apply.

- COs shall ensure CORs are instructed to review the workforce report attachment as part of standard receipt and acceptance procedures. Deliverables either unsigned or omitting any elements from the Monthly Workforce Report Post-Award Contract Deliverable (Attachment 2 to APU 26-01) shall be considered deficient. As a required contract deliverable, all standard requirements applicable to contract deliverables—including timeliness, accuracy, and acceptance apply.

    - If the deliverable shows subcontracting in excess of 50%, The CO should raise this to the attention of the bureau project manager and bureau chief procurement officer. The BCPO or delegee will contact the SB principal to discuss and possible remediate.

- To ensure Federal Procurement Data System (FPDS) reporting, COs shall include the exact phrase "Monthly Workforce Report" within the FPDS Description of Requirement field so that this data may be easily aggregated and simplify compliance reporting.

5. Point of Contact: Romeo.Merenov@treasury.gov

6. Attachments:

Attachment 1: Required Template -Initial Staffing Plan (Proposal Deliverable)
Attachment 2: Required Template - Monthly Workforce Report (Post-Award Contract Deliverable)

Attachment 3 – Initial Staffing Plan (Proposal Deliverable)
Offerors shall complete and certify the table below for the base and each option period

Vendor Name _____ Solicitation/Contract Number _____.

Level of Effort (LoE) may be expressed in hours or FTEs, as specified by the solicitation.

Mark "CUI//SP-PRVCY."

Line #	Period of Performance	Employer Company	Labor Category	Labor Type (Technical/Non-Technical)	Employee Last Name	Employee First Name	PIV / Employee Unique ID (must provide NLT first Monthly Report)	Estimated LoE (Hours or FTEs)	Work Location (On/Off site)	Employee Work Email Address	Employee Work Phone Number	Employee Complete Work Address with Zip code
1												
2												
3												
4												
5												

Attachment 3 – Monthly Workforce Report (Post-Award Contract Deliverable)

Contractors shall submit one report as an attachment to the monthly invoice per contract/order, aggregated across all subcontractors. "CUI//SP-PRVCY."

Instructions: Contractors shall include with each monthly workforce report a certification signed by an authorized company officer affirming that, based on current performance data, the small business prime and its similarly situated subcontractors collectively performed at least 51 percent of the total contract cost for personnel during the reporting period; for construction contracts the percentage is 15 percent; and for special trade contracts the percentage is 25%. This information shall be used by the CO to verify compliance throughout performance

Required Contractor Unique Entity Identification (UEI) Number: _____
Company Name _____
Required Contract number (PIID): _____

_____
Required: Signature of Authorized Company Official

Line #	Billing Period Start and End Dates	Employer Company	Labor Category	Labor Type (Technical / Non-Technical)	Employee Name (Last name, first name)	PIV No. (Unique ID)	Work Status (F/T, P/T)	Hours Worked (Billing Period)	Work Location (On/Offsite)	Start/End Date on Contract	Employee Work Email Address	Employee Work Phone Number	Employee Complete Work Address with Zip code
1													
2													
3													
4													
5													