I. Reverse Auction Instructions

All interested vendors approved by the Contracting Officer will be provided access to the Army's Reverse Auction Tool at https://usave.monmouth.army.mil. All approved vendors will be notified with the actual date/time of the auction, username and password assignment and date/time for a brief training session via email. Please contact ___(KO or KS Name)__at __(Telephone #)__ to request a username and password. The following information will be required with your request: First and Last Name, Company Name, Mailing Address, Phone #, Email Address, and Time Zone (EST, CST…).

Electronic offers shall be submitted by offerors during the reverse auction period identified in the ___(Title of your Auction)___ listed in "My Invitations". If an offer is submitted within the last four minutes, as indicated by the web server count down clock, of the time period specified for the reverse auction stop time, the time period shall be extended for an additional five minute period beyond the time of the original stop time. **An offer during the reverse auction must differ from the market-leading offer by a least the decrement identified on the auction detail page.** If no offers are submitted within the extension period, the reverse auction will close i.e., within the last four minutes of the original scheduled stop time. Further, if an extension period is generated and an offer is submitted within the last four minutes within the extension period another five-minute extension period will be generated. There will be no limits on the number of extensions in each reverse auction; the market place will be the determining factor in closing the reverse auction. When no offers are submitted during the last four minutes of the extension period then the auction will close.

Submission of an offer during the reverse auction will be considered consent by the Offeror to participate in the reverse auction and to reveal their prices in **anonymity** during the reverse auction. The Contracting Officer also reserves the right to suspend or cancel the reverse auction at any time.

By Participating in the reverse auction, offerors certify the only knowing disclosure by the offeror of its prices to any other offeror will be during the reverse auction. The offeror further certifies that disclosure by the offeror of its prices during the reverse auction shall not be for the purposes of restricting competition.

II. Basis For Award

At the conclusion of the reverse auction, the Government intends to make award to the lowest-priced, responsible offeror. The successful offeror must propose on all items identified in the requirement to be eligible for award. The Contracting Officer reserves the right to make no award under this procedure. After conclusion of the reverse auction, the Contracting Officer will contact the apparent successful offeror for execution of the award document.