

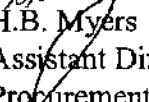


U.S. Department of Justice  
Justice Management Division  
*Management and Planning Staff*

Washington, D.C. 20530

January 24, 2007

**MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS**

**FROM:**   
H.B. Myers  
Assistant Director  
Procurement Policy and Review

**SUBJECT:** DOJ Procurement Guidance Document (PGD) 07-02  
Consolidated Listing of Department-wide, Government-wide and/or Multi-bureau  
Procurement Instruments

For several years we have maintained a consolidated listing of current Department-wide, Government-wide and/or Multi-bureau contracts on the DOJ Chief Acquisition Officer website. From its inception, the primary purpose of this information was to create a resource for our procurement workforce by allowing the components to share their expertise and provide opportunities to combine needs to realize greater economies of scale.

With greater dispersion of procurement authority and more participation by program personnel in the procurement process, it has become clear that this listing can be a valuable resource for all participants in the procurement process, especially to identify existing procurement instruments. Please make sure that your procurement and program officials are aware of this listing which will be posted to the website at <http://www.usdoj.gov/jmd/pe/procurementvehicles.htm>.

To better serve that purpose, this listing is being expanded to include Enterprise License Agreements (ELA) for software, Blanket Purchase Agreements and any other instruments you deem appropriate to add to the list. Please include all such information in your data submission. Data to be included for your items is the same as currently shown on the website except that description of the items or services should contain enough information for readers to understand exactly what is being provided.

My staff will maintain the list but to assure the date remains current and accurate, we need your periodic input and updates to your data. So that we may regularize this process, please provide your data to us not later than the 15<sup>th</sup> day after the end of the calendar year quarter. So that we may get underway as soon as possible, please provide your first listing by February 15, 2007. If you have any questions, please contact Dana Munson on 202/616-3759.