

INTRODUCTION

The purpose of this guide is to help you prepare and submit synopses of contract actions to the Commerce Business Daily (CBD). The CBD publishes the following types of procurement information:

- Proposed Contract Actions
- Contract Awards
- Sources Sought Notices
- Sales of Surplus Property

A new edition of the CBD is issued every business day. Each edition contains approximately 1,000 announcements. Each announcement appears in the CBD only once.

PREPARATION OF NOTICES TO THE CBD

FORMAT (from FAR 5.207)

1. Action Code A single alphabetic character identifying the type of action for the synopsis. The choices are only the following:
 P = Presolicitation Notice
 A = Award Notice
 M = Modification to a Previous Presolicitation Notice
 R = Sources Sought Notice
 (If none of the standard action codes apply enter "N/A").
2. Date Month and day synopsis is submitted. Insert four digits for this item, two digits for the month and two digits for the day (MMDD).
3. Year Year synopsis is submitted. Insert two digits for the year (1989 will be 89).
4. FIPS Number Your organization's code number. For additional information see *FIPS Publication 95* issued by the National Institute of Standards and Technology. Insert "N/A" if the FIPS Number is not available.
5. Zip Code The Contracting Office's Zip Code.
6. Classification Code Select the correct service or supply that the synopsis should be listed under. Insert either one alphabetic code or a two digit code.
7. Office Address The complete address of the contracting office.
8. Subject Insert the classification code from item 6, two hyphens, and a brief title description of the synopsis.

PREPARATION OF NOTICES TO THE CBD

- | | |
|--|--|
| 9. Solicitation Number | Your organization's reference number for the synopsis. |
| 10. Response Date | The deadline for the receipt of bids. Insert a six digit date (March 1, 1989 should be 030189). Insert "N/A" if a definite response date has not been established and insert narrative information in format item number 17 (Description). |
| 11. Contact Points | The names and phone numbers of officials to contact in regard to this synopsis. |
| 12. Contract Award Number | For awards only, your organization's reference number. |
| 13. Contract Award Dollar Amount | For awards only, the value of the contract. Also, insert a "\$" before the digits. |
| 14. Contract Line Item Number | For awards only, when appropriate, list the contract's appropriate line item number. |
| 15. Contract Award Date | For awards only, insert a six digit (May 25, 1988 should be 052588). |
| 16. Contractor | For awards only, the name and address of the awardee. |
| 17. Description | The narrative description of the procurement action. Always use grammatically correct capitalization in this item. Never insert the narrative in all upper case. (Insert "N/A" for all award entries). |

SAMPLE PRESOLICITATION NOTICE TO THE CBD

1. P!!
2. 0521!!
3. 88!!
4. 1300!!
5. 20230!!
6. 15!!
7. Department of the Army Air Corps, Wright Field, Building Number 2, Dayton, Ohio 20230!!
8. 15--Jet Plane!!
9. 1234!!
10. 010189!!
11. Contact Point, Capt. Yeager, 202/377-4321, Contracting Officer, Capt. Smith, 202/377-5432!!
12. N/A!!
13. N/A!!
14. N/A!!
15. N/A!!
16. N/A!!
17. The Army Air Corps requires one jet capable of breaking the sound barrier. All responsible sources may submit an offer. No telephone requests for the solicitation package will be accepted. See Numbered Note 22.*****

HOW THIS PRESOLICITATION NOTICE WILL APPEAR IN THE CBD:

Department of the Army Air Corps, Wright Air Field, Building Number 2, Dayton,
Ohio 20230

15--Jet Plane SOL 1234 DUE 010189 Contact Point, Capt. Yeager, 202/377-4321, Contracting Officer, Capt. Smith, 202/377-5432. The Army Air Corps requires one jet capable of breaking the sound barrier. All responsible sources may submit an offer. No telephone requests for solicitation package will be accepted. See Numbered Note 22.

SAMPLE MODIFICATION NOTICE TO THE CBD

1. M!!
2. 0521!!
3. 88!!
4. 1300!!
5. 20230!!
6. 15!!
7. Department of the Army Air Corps, Wright Field, Building Number 2, Dayton, Ohio 20230!!
8. 15--Jet Plane!!
9. 1234!!
10. 010189!!
11. Contact Point, Capt. Yeager, 202/377-4321, Contracting Officer, Capt. Smith, 202/377-5432!!
12. N/A!!
13. N/A!!
14. N/A!!
15. N/A!!
16. N/A!!
17. Correction: This action originally publicized in the CBD dated 5/15/88, is not a sole source contract and Numbered Note 22 does not apply. All other information publicized in the original synopsis is correct.*****

HOW THIS MODIFICATION NOTICE WILL APPEAR IN THE CBD:

Department of the Army Air Corps, Wright Air Field, Building Number 2, Dayton,
Ohio 20230

15--Jet Plane SOL 1234 DUE 010189 Contact Point, Capt. Yeager, 202/377-4321, Contracting Officer, Capt. Smith, 202/377-5432. Correction: This action originally publicized in the CBD dated 5/15/88, is not a sole source contract and Numbered Note 22 does not apply. All other information publicized in the original synopsis is correct.

SAMPLE AWARD NOTICE TO THE CBD

1. A!!
2. 0912!!
3. 88!!
4. 1300!!
5. 20230!!
6. 15!!
7. Department of the Army Air Corps, Wright Field, Building Number 2, Dayton, Ohio 20230!!
8. 15--Jet Plane!!
9. N/A!!
10. N/A!!
11. Contact Point, Capt. Yeager, 202/377-4321, Contracting Officer, Capt. Smith, 202/377-5432!!
12. Award No. 666!!
13. \$26,321,231!!
14. N/A!!
15. 010289!!
16. Bell Labs Inc., 123 Niagara Falls Blvd, Buffalo, NY 13224!!
17. N/A*****

HOW THIS AWARD NOTICE WILL APPEAR IN THE CBD:

Department of the Army Air Corps, Wright Air Field, Building Number 2, Dayton, Ohio 20230
15--Jet Plane Contact Point, Capt. Yeager, 202/377-4321. Contracting Officer, Capt. Smith, 202/377-5432 Award No. 666 \$26,321,231 DATED: 010289 To: Bell Labs Inc., 123 Niagara Falls Blvd, Buffalo, NY 13224

SPECIAL CBD FORMAT INSTRUCTIONS

- Begin each item with the number for the item followed by a period, e.g., 1.
- Then make two spaces after the period.
- The text of each format item should be single spaced, have no extra indentions or carriage returns and use double spaced lines between each format item.
- When an item does not require information, always insert: N/A.
- Conclude each item with two exclamation points, e.g., !!
Exception: Do not insert two exclamation points at the end of Format Item Number 17 (Description).
- Conclude each completed synopsis with five asterisks, e.g., *****

COMMON ERRORS

I. Always Begin Each Line Flush Left. Do Not Center or Indent Any Items.

WRONG

Department of the Army Air Corps
Wright Air Field
Building Number 2
Dayton, Ohio 20230!!

WRONG

7. Department of the Army Air Corps
Wright Air Field
Building Number 2
Dayton, Ohio 20230!!

CORRECT

7. Department of the Army Air Corps, Wright Air Field Building Number 2, Dayton, Ohio 20230!!

II. NEVER Submit a Synopsis in all UPPER CASE.

WRONG

17. THE ARMY AIR CORPS REQUIRES ONE JET CAPABLE OF BREAKING THE SOUND BARRIER. ALL RESPONSIBLE SOURCES MAY SUBMIT AN OFFER. NO TELEPHONE REQUESTS FOR THE SOLICITATION PACKAGE WILL BE ACCEPTED. SEE NUMBERED NOTE 22.*****

CORRECT

17. The Army Air Corps requires one jet capable of breaking the sound barrier. All responsible sources may submit an offer. No telephone request for the solicitation package will be accepted. See Numbered Note 22.*****

Numbered Notes

Numbered Notes are footnotes. The purpose of the Numbered Notes is to eliminate the unnecessary duplication of information that appears in various announcements.

An explanation of the Numbered Notes appears each week in the Monday edition of the CBD. If the Monday edition of the CBD is not printed because of a holiday, an explanation of the Numbered Notes will appear in the next day's issue.

When the note(s) applies to a synopsis, the contracting officer should reference the note at the end of item 17 of the synopsis e.g., "See Note(s) 22 and 23".

Typical Numbered Note

22 This contract action is for supplies or services for which the Government intends to solicit and negotiate with only one source under authority of FAR 6.302. Interested persons may identify their interest and capability to respond to the requirement or submit proposals. This notice of intent is not a request for competitive proposals. However, all proposals received within forty-five days (thirty days if award is issued as a delivery order under an existing basic ordering agreement) after date of publication of this synopsis will be determined by the Government. A determination by the Government not to open the requirement to competition based upon responses to this notice is received as a result of a notice of intent will normally be considered solely for the purpose of determining whether to conduct a competitive procurement.

SUBMISSIONS

**Synopses may be submitted to the CBD
by the following methods**

Mail

U.S. Department of Commerce
Commerce Business Daily
P.O. Box 5999
Chicago, IL 60680

Private Electronic Transmission

CBD Search Services
703/450-1882

United Communications
301/816-8950

Softshare
805/683-3841

EasyLink
800/321-6747

The U.S. Department of Commerce does not endorse any of the private electronic transmission services listed above. These private firms maintain electronic mailboxes at the CBD. Procurement offices that are interested in accessing these transmission services should call the telephone numbers listed above.

CBD Classification Codes

(as amended by FAC 90-3)

Codes for Services

Code Title

A Research and Development
Examples:
 Basic Scientific Research
 Applied Research and Exploratory Development
 Advanced Development of Hardware for Testing, Engineering Development

B Special Studies and Analyses - Not R&D

Examples:
 Air Quality Analyses
 Archeological/Paleontological Studies
 Chemical/Biological Studies and Analyses
 Cost Benefit Analyses
 Data Analyses (other than scientific)
 Economic Studies
 Endangered Species Studies - Plant and Animal
 Environmental Studies and Assessments
 Feasibility Studies (non-construction)
 Animal and Fisheries Studies
 Geological Studies
 Geophysical Studies
 Geotechnical Studies
 Grazing/Range Studies
 Historical Studies
 Legal Studies
 Mathematical/Statistical Analyses
 Natural Resource Studies
 Oceanological Studies
 Recreation Studies
 Regulatory Studies
 Scientific Data Studies
 Seismological Studies
 Soils Studies
 Water Quality Studies
 Wildlife Studies
 Medical and Health Studies
 Intelligence Studies
 Aeronautic/Space Studies
 Building Technology Studies
 Defense Studies
 Educational Studies and Analyses
 Energy Studies
 Technology Studies
 Housing and Community Development Studies
 Security Studies (Physical and Personal)
 Accounting/Financial Management Studies
 Trade Issue Studies
 Foreign Policy/National Security Policy Studies
 Organizational/Administrative/Personnel Studies
 Mobilization/Preparedness Studies
 Manpower Studies
 Communication Studies
 Acquisition Policy/Procedures Studies
 Elderly/Handicapped Studies

Code Title

C Architect and Engineering Services - Construction

Examples:
 Administrative and Service Buildings
 Airfield, Communication and Missile Facilities
 Educational Buildings
 Hospital Buildings
 Industrial Buildings
 Residential Buildings
 Warehouse Buildings
 Research and Development Facilities
 Other Buildings
 Conservation and Development
 Highways, Roads, Streets, and Bridges
 Electric Power Generation (EPG) Utilities
 Other Non-Building Structures
 Restoration
 Architect - Engineer Services, (non-construction)
 Engineering Drafting Services
 A & E Inspection Services
 A & E Management Engineering Services
 A & E Production Engineering Services
 Marine Architect - Engineer Services

D Automatic Data Processing and Telecommunication Services

Examples:
 ADP Facility Operation and Maintenance Services
 ADP Systems Development Services
 ADP Data Entry Services
 ADP Telecommunications and Transmission services
 ADP Teleprocessing and Timesharing Services
 ADP Systems Analysis Services
 Automated Information System Design and Integration Services
 Programming Services
 Information and Data Broadcasting or Data Distribution Services
 ADP Backup and Security Services
 ADP Data Conversion Services
 ADP Optical Scanning Services
 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
 ADP System Acquisition Support Services includes preparation of work, benchmarks, specifications, etc.
 Digitizing Services. Includes cartographic and geographic information
 Telecommunications Network Management Services
 Automated News Services, Data Services, or other information Services, Buying data, the electronic equivalent of books, periodicals, newspapers, etc.

Codes for Services—Continued

| Code | Title | Code | Title |
|------|--|------|---|
| E | Purchase of Structures and Facilities | | Government Health Insurance Programs |
| F | Natural Resources Management | | Other Government Insurance Programs |
| | <i>Examples:</i> | | Non-Governmental Insurance Programs |
| | Aerial Fertilization/Spraying Services | | Direct aid to tribal Governments and organiza- |
| | Aerial Seeding Services | | tions provided by contract pursuant to |
| | Forest/Range Fire Suppression/Presuppression | | Public Law (P.L.)93-638 |
| | Services | H | Quality Control, Testing and Inspection Services |
| | Forest/Range Fire Rehabilitation Services | | <i>Examples:</i> |
| | (non-construction) | | Quality Control Services |
| | Forest Tree Planting Services | | Equipment and Materials Testing Inspection |
| | Land Treatment Practices Services | | Services |
| | (plowing/clearing, etc.) | J | Maintenance, Repair, and Rebuilding of |
| | Range Seeding Services (ground equipment) | | Equipment |
| | Recreation Site Maintenance Services | K | Modification of Equipment |
| | (non-construction) | L | Technical Representative Services |
| | Seed Collection/Production Services | M | Operation of Government Owned Facility |
| | Seeding Production/Transplanting Services | N | Installation of Equipment |
| | Surface Mining Reclamation Services | P | Salvage Services |
| | (non-construction) | | <i>Examples:</i> |
| | Survey Line Clearing Services | | Preparation and Disposal of Excess and Surplus |
| | Tree Breeding Services | | Property |
| | Tree Thinning Services | | Salvage of Aircraft |
| | Well Drilling/Exploratory Services | | Salvage of Marine Vessels |
| | Wildhorse/Burro Control Service | | Demolition of Buildings |
| | Other Range/Forest Improvements Services | | Demolition of Structures or Facilities (other |
| | (non-construction) | | than Buildings) |
| | Other Wildlife Management Services | Q | Medical Services |
| | Fisheries Resources Management Services | | <i>Examples:</i> |
| | Site Preparation | | Dependent Medicare Services |
| | Other Natural Resources and Conservation | | General Health Care Services |
| | Services | | Laboratory Testing Services |
| | Air Quality Support Services | | Nursing Services |
| | Industrial Investigation Surveys and Technical | | Nursing Home Care Contracts |
| | Support Related to Air Pollution | | Evaluation and Screening |
| | Water Quality Support Services | | Anesthesiology Services |
| | Industrial Investigation Surveys and Tech. | | Cardio-Vascular Services |
| | Support Related to Water Pollution | | Dentistry Services |
| | Pesticides Support Services | | Dermatology Services |
| | Toxic Substances Support Services | | Gastroenterology Services |
| | Hazardous Substance Analysis | | Geriatric Services |
| | Hazardous Substance Removal, Cleanup and | | Gynecology Services |
| | Disposal Services and Operational Support | | Hematology Services |
| | Leaking Underground Storage Tank Support | | Internal Medicine Services |
| | Services | | Neurology Services |
| | Development of Environmental Impact | | Ophthalmology Services |
| | Statements and Assessments | | Optometry Services |
| | Industrial Investigations, Surveys and Technical | | Orthopedic Services |
| | Support for Multiple Pollutants | | Otolaryngology Services |
| | Oil Spill Response including Cleanup, Removal, | | Pathology Services |
| | Disposal and Operational Support | | Pediatric Services |
| G | Social Services | | Pharmacology Services |
| | <i>Examples:</i> | | Physical Medicine and Rehabilitation Services |
| | Care of Remains and/or Funeral Services | | Psychiatry Services |
| | Chaplain Services | | Podiatry Services |
| | Recreational Services | | |
| | Social Rehabilitation Services | | |
| | Geriatric Services | | |
| | Government Life Insurance Program | | |

Codes for Services—Continued

| Code | Title | Code | Title |
|----------|---|----------|--|
| | Pulmonary Services | | |
| | Radiology Services | | |
| | Surgery Services | | |
| | Thoracic Services | | |
| | Urology Services | | |
| | Medical/Psychiatric Consultation Services | | |
| | Nuclear Medicine | | |
| R | Professional, Administrative and Management Support Services | S | Utilities and Housekeeping Services |
| | <i>Examples:</i> | | <i>Examples:</i> |
| | Land Surveys, Cadastral Services (non-construction) | | Gas Services |
| | Operations Research Services | | Electric Services |
| | Policy Review/Development Services | | Telephone and/or Communications Services |
| | Program Evaluation Services | | Water Services |
| | Program Management/Support Services | | Other Utilities |
| | Program Review/Development Services | | Custodial - Janitorial Services |
| | Real Property Appraisals Services (SIC 6531) | | Fire Protection Services |
| | Simulation | | Food Services |
| | Specifications Development Services | | Fueling and Other Petroleum Services (excluding storage) |
| | Systems Engineering Services | | Trash/Garbage Collection Services |
| | Technology Sharing/Utilization Services | | Guard Services |
| | Veterinary/Animal Care Services | | Insect and Rodent Control Services |
| | Legal Services | | Landscaping/Groundskeeping Services |
| | Education Services | | Laundry and Dry Cleaning Services |
| | Certifications and Accreditation | | Surveillance Services |
| | Technical Assistance | | Solid Fuel Handling Services |
| | Telephone and Field Interview Services | | Carpet Laying and Cleaning |
| | Intelligence Services | | Warehousing and Storage Services |
| | Expert Witness | | Facilities Operations Support Services |
| | Engineering and Technical Services | | Interior Landscaping |
| | Communications Services | | Snow Removal/Salt Service (also spreading aggregate or other snow melting material) |
| | Weather Reporting/Observation Services | | Waste Treatment and Storage |
| | Industrial Hygienics | T | Photographic, Mapping, Printing, and Publication Services |
| | Personal Services | | <i>Examples:</i> |
| | Other Professional Services | | Arts/Graphic Services |
| | Courier and Messenger Services | | Cartography |
| | Transcription Services | | Cataloging Services |
| | Mailing and Distribution Services | | Charting Services |
| | Library Services | | Film Processing Services |
| | Court Reporting Services | | Film/Video Tape Production Services |
| | Word Processing/Typing Service | | Microform Services |
| | Translation and Interpreting Service (Including Sign Language) | | Photogrammetry Services |
| | Stenographic Services | | Aerial Photographic Services |
| | Personal Property Management Services | | General Photographic Services - Still |
| | Credit Reporting Services | | Print/Binding Services |
| | Information Retrieval | | Reproduction Services |
| | Other Administrative Support Services | | Technical Writing Services |
| | Advertising Services | | Topography Services |
| | Data Collection Services | | General Photographic Services - Motion |
| | Accounting or Financial Services | | Audio/Visual Services |
| | Auditing Services | U | Training Services |
| | Debt Collection Services | | <i>Examples:</i> |
| | Logistics Support Services | | Lectures for Training |
| | Contract, Procurement, and Acquisition Support Services | | Personnel Testing |
| | Public Relations Service | | Reserve Training (Military) |
| | Ongoing Audit Operations Support | | Scientific and Management Education |
| | | | Tuition, Registration, and Membership Fees |
| | | | Vocational/Technical |
| | | | Faculty Salaries for Dependant Schools |
| | | | Training/Curriculum Development |
| | | | Education Services |
| | | | Certifications and Accreditations |
| | | | AIDS Training |

Codes for Services—Continued

| Code Title | Code Title |
|--|--|
| V Transportation and Travel and Relocation Services <i>Examples:</i> Motor Pool Operations Packing/Crafting Services Air Freight Motor Freight Rail Freight Stevedoring Vessel Freight Other Cargo and Freight Services Air Charter for Things Motor Charter for Things Rail Charter for Things Marine Charter for Things Vessel Towing Service Other Vehicle Charter for Transportation of Things Air Passenger Service Motor Passenger Service Rail Passenger Service | Marine Passenger Service Passenger Air Charter Service Passenger Motor Charter Service Passenger Rail Charter Service Passenger Marine Charter Service Ambulance Service Taxicab Service Lodging - Hotel/Motel Military Personnel Recruitment Civilian Personnel Recruitment Relocation Services Travel Agent Services Other Transportation Travel and Relocation Services X Lease or Rental of Facilities W Lease or Rental of Equipment Y Construction of Structures and Facilities Z Maintenance, Repair or Alteration of Real Property |

Codes for Supplies and Equipment

| Code Title | Code Title |
|--|--|
| 10 Weapons 11 Nuclear Ordnance 12 Fire Control Equipment 13 Ammunition and Explosives 14 Guided Missiles 15 Aircraft and Airframe Structural Components 16 Aircraft Components and Accessories 17 Aircraft Launching, Landing, and Ground Handling Equipment 18 Space Vehicles 19 Ships, Small Craft, Pontoons, and Floating Docks 20 Ships and Marine Equipment 22 Railway Equipment 23 Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles 24 Tractors 25 Vehicular Equipment Components 26 Tires and Tubes 28 Engines, Turbines and Components 29 Engine Accessories 30 Mechanical Power Transmission Equipment 31 Bearings 32 Woodworking Machinery and Equipment 34 Metalworking Machinery 35 Service and Trade Equipment | 36 Special Industry Machinery 37 Agricultural machinery and Equipment 38 Construction, Mining, Excavating, and Highway Maintenance Equipment 39 Materials Handling Equipment 40 Rope, Cable, Chain, and Fittings 41 Refrigeration, Air Conditioning and Air Circulating Equipment 42 Fire Fighting, Rescue and Safety Equipment 43 Pumps and Compressors 44 Furnace, Steam Plant, and Drying Equipment; and Nuclear Reactors 45 Plumbing, Heating and Sanitation Equipment 46 Water, Purification and Sewage Treatment Equipment 47 Pipe, Tubing, Hose and Fittings 48 Valves 49 Maintenance and Repair Shop Equipment 51 Hand Tools 52 Measuring Tools 53 Hardware and Abrasives |

Codes for Supplies and Equipment—Continued

| Code Title | Code Title |
|--|--|
| 54 Prefabricated Structures and Scaffolding | 73 Food Preparation and Serving Equipment |
| 55 Lumber, Millwork, Plywood and Veneer | 74 Office Machines, Text Processing Systems and Visible Record Equipment |
| 56 Construction and Building Materials | 75 Office Supplies and Devices |
| 58 Communication, Detection, and Coherent Radiation Equipment | 76 Books, Maps and Other Publications |
| 59 Electrical and Electronic Equipment Components | 77 Musical Instruments, Phonographs and Home-type Radios |
| 60 Fiber Optics Materials and Components, Assemblies, and Accessories | 78 Recreational and Athletic Equipment |
| 61 Electrical Wire, and Power and Distribution Equipment | 79 Cleaning Equipment and Supplies |
| 62 Lighting Fixtures and Lamps | 80 Brushes, Paints, Sealers and Adhesives |
| 63 Alarm and Signal, and Security Detection Systems | 81 Containers, Packaging and Packing Supplies |
| 65 Medical, Dental and Veterinary Equipment and Supplies | 83 Textiles, Leather, Furs, Apparel and Shoe Findings |
| 66 Instruments and Laboratory Equipment | 84 Clothing, Individual Equipment and Insignia |
| 67 Photographic Equipment | 85 Toiletries |
| 68 Chemicals and Chemical Products | 87 Agricultural Supplies |
| 69 Training Aids and Devices | 88 Live Animals |
| 70 General Purpose Automatic Data Processing Equipment, Software, Supplies and Support Equipment | 89 Subsistence |
| 71 Furniture | 91 Fuels, Lubricants, Oils, and Waxes |
| 72 Household and Commercial Furnishing and Appliances | 93 Nonmetallic Fabricated Materials |
| | 94 Nonmetallic Crude Materials |
| | 95 Metal Bars, Sheets and Shapes |
| | 96 Ores, Minerals and Their Primary Products |
| | 99 Miscellaneous |

Commerce Business Daily (CBD) Publication Date Service

An electronic bulletin board service that provides contracting officers with the publication dates of their synopses. The service is free and available 24 hours a day, seven days a week.

The service lists abstracts of CBD synopses by zip code groupings. Each abstract contains the first 300 textual characters of each synopsis.

All abstracts provided by the bulletin board are grouped by the contracting office's five digit zip code, see CBD Format Item #5 "Contracting Office Zip Code" or Format Item #7 "Contracting Office Address".

When a user accesses the bulletin board he or she will be required to enter their office's zip code. The bulletin board responds by providing a listing of abstracts of all synopses that contain that zip code from the CBD for the past ten workdays.

CBD Publication Date Service—Continued

Access to the system is free, 24 hours a day, seven days a week. However, your office is responsible for the actual telephone costs.

Hardware and Software Requirements

- A commercial telephone line
- A standard modem (e.g., Bell 212A)
- A personal computer with a standard tty (communications) software package, e.g., “Crosstalk, Procomm, or SmartCom”.

Communications Protocol

| | |
|-------------------|-------------------------|
| Telephone Number: | 312/586-8111 |
| BAUD Rate: | 1200 |
| Parity: | even, odd, or no parity |
| Data Bits: | 7 |
| Stop Bits: | 1 |
| Echo: | off |

MANAGEMENT RESPONSIBILITY

The U.S. Department of Commerce and U.S. Government Printing Office are responsible for only the publication of the Commerce Business Daily (CBD). For additional information regarding this guide, please call the U.S. Government Printing Office at 312/353-2950 or the U.S. Department of Commerce at 202/377-0632.
