

Acquisition & Property Division  
Policy Memorandum

Subject: Information for Public Announcement of Contracts Valued at Over \$1 Million		Number: 05-01
Distribution: ARS: DAD's PAO's APD FD	Date: May 5, 1997 Revised: July 26, 2000 December 7, 2001 April 30, 2007	This replaces: N/A

**BACKGROUND**

This memorandum establishes Research, Education, and Economics (REE) procedures for processing notifications to the agency congressional liaison office for any contract award with an estimated total value over \$1 million (including options), except for those listed below under "Exclusions." Agriculture Acquisition Regulation (AGAR) 405.303 requires that Contracting Officers report such proposed contracts to their agency congressional liaison office in sufficient time for the agency to announce it by 5:00 p.m. Washington, D.C., time on the day of the award. The agency congressional liaison office shall, concurrent with the public announcement, provide the award announcement information to the USDA Congressional Relations Office.

---

**POLICY GUIDANCE**

In order to comply with the AGAR requirement and at the same time streamline the procedures to the maximum extent possible, REE Contracting Officers shall

1. Complete the enclosed form, Information for Public Announcement of Contract Awards.
2. **Fax** the completed form by 9:00 a.m. on the date of contract award to

Office of the Director of Legislative Affairs, REE  
Jamie L. Whitten Federal Bldg., Room 217W  
Washington, D.C. 20250  
**Facsimile: 202-690-2842**  
**Telephone: 202-720-5887**

3. **Fax** copies to –

Office of Congressional Relations, USDA  
Jamie L. Whitten Federal Bldg., Room 213A  
Washington, D.C. 20250  
**Facsimile: 202-720-8077**  
**Telephone: 202-720-7095**

Chief, Acquisition Programs and Oversight Branch  
Acquisition and Property Division  
5601 Sunnyside Avenue  
Beltsville, MD 20705-5117  
**Facsimile: 301-504-1739**  
**Telephone: 301-504-1725**

Director, ARS Information Staff  
5601 Sunnyside Avenue  
Beltsville, MD 20705-5128  
**Facsimile: 301-504-1648**  
**Telephone: 301-504-1638**

### **EXCLUSIONS**

1. Contracts placed with the Small Business Administration under Section 8(a) of the Small Business Act;
  2. Contracts placed with foreign firms when the place of delivery or performance is outside the United States or its possessions; and
  3. Contracts which disclose the agency's needs, if that disclosure would compromise national security (for example, would result in disclosure of classified information).
- 

### **ACTION REQUIRED BY REE**

Ensure that the notification required by AGAR 405.303 is provided as set forth above before award of any contract valued at over \$1 million (including options), other than those specifically excluded.

---

**APD POINT OF CONTACT**

Acquisition Programs and Oversight Branch, 301-504-1725.

---

**Approved:**

\_\_\_\_\_  
Larry R. Cullumber, Director  
Acquisition and Property Division

Enclosure

Enclosure

U. S. DEPARTMENT OF AGRICULTURE  
Research, Education, and Economics

Information for Public Announcement of Contract Awards

Date of Notification \_\_\_\_\_

USDA Agency:	ARS	CSREES	ERS	NASS
--------------	-----	--------	-----	------

Contractor Name: _____ Telephone: _____
Address: _____ _____

Description of Supplies and Services: _____ _____ _____ _____
--

Contract Number: _____
Amount of Contract Including Options: <u>\$</u> _____
Period of Performance: _____
Contract Award Date: _____
Place of Performance: _____
Contracting Officer (CO) Name: _____ Telephone: _____

