

March 2, 2001

MEMORANDUM FOR ALL CONTRACTING OFFICERS, NEGOTIATORS  
AND EXECUTIVE OFFICERS

FROM: M/OP, Mark S. Ward, Director

SUBJECT: Revision of Competitive Process - Personal  
Services Contracts ("PSCs") with U.S. Citizens

CONTRACT INFORMATION BULLETIN No. 00 - 08 (Supplemental)

This CIB revises the form contained in CIB 00-08, and contains other information pertinent to CIB 00-08. Attachment 1 is the revised form, replacing the form contained in CIB 00-08, and is to be used to process actions described in CIB 00-08.

We also wish to use this CIB as a reminder of the additional information required when submitting a USPSC solicitation for Internet posting to the OP Internet Coordinator. Please refer to the "Q's and A's" e-mail sent on February 1, 2001, and ensure that the additional information is included.

Questions regarding this CIB may be sent to M/OP/P. The contact point for that office is:

M/OP/P, Thomas Henson  
RRB 7.08-106  
Tel: (202) 712-5448  
Fax: (202) 216-3136.

Attachment:

PSC Availability List Review Form

ATTACHMENT 1

PSC AVAILABILITY LIST REVIEW

By signature below, I affirm that (identify the requiring office) \_\_\_\_\_ has reviewed the PSC Availability List dated \_\_\_\_\_ to determine, on the basis of Agency needs, which class members, if any, should be considered for a personal services contract as a \_\_\_\_\_. (Attach copy of position description). On that basis, we request that you:

- 1) Contact the following class member(s) to explore their interest in the opportunity, giving direct advice of the possible PSC opportunity, accompanied by full solicitation packages, which are required to be provided at time of contact and otherwise follow-up with such member(s). Attached is any information related to contacts with the above individuals.

\_\_\_\_\_

- 2) Proceed to advertise the position in accordance with usual practices.
- 3) Contact the individual currently occupying the position, and if agreeable, extend the current contract with the incumbent in accordance with the terms and conditions of the contract.
- 4) Contact the individual currently occupying the position, and if agreeable, renew the contract with the incumbent in accordance with the terms and conditions of the contract.
- 5) Proceed under special instructions, waiver, or special authorities identified by the Office of Procurement, as appropriate.

\_\_\_\_\_  
SIGNATURE OF THE  
REQUIRING OFFICE'S  
REVIEWING OFFICIAL

\_\_\_\_\_  
SIGNATURE OF REVIEWING  
OFFICIAL'S SUPERVISOR

\_\_\_\_\_  
NAME (PRINTED)

\_\_\_\_\_  
NAME (PRINTED)

\_\_\_\_\_  
TITLE

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**DATE**

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