



GSA Office of the Chief Acquisition Officer

GSA Acquisition Letter V-09-01
Supplement Number 1

MAY 18 2009

MEMORANDUM FOR ALL GSA CONTRACTING ACTIVITIES

FROM: DAVID A. DRABKIN 
ACTING CHIEF ACQUISITION OFFICER

SUBJECT: American Recovery and Reinvestment Act Implementation

1. **Purpose.** The purpose of this supplement is to amend the General Services Administration Acquisition Letter V-09-01.
2. **Effective Date.** Immediately.
3. **Termination Date.** The Acquisition Letter V-09-01 and Supplement Number 1 remain in effect until revoked or terminated.
4. **Instructions/Procedures.**

a. This supplement amends Acquisition Letter V-09-01, section 7.A., Acquisition Planning, to clarify that all Recovery Act acquisition plans, regardless of where they are created, shall be sent to the acquisitionplans@gsa.gov mailbox. The plans must be sent to the acquisitionplans@gsa.gov address within 7 calendar days of being approved and include the words "Recovery Acquisition Plan" in the subject line of the email. This is to ensure that all Recovery Act acquisition plans are in one central location. GSA activities shall forward to acquisitionplans@gsa.gov all of those Recovery Act acquisition plans that have already been approved.

b. This supplement also amends the Acquisition Letter to correct the Approving Official title for those acquisition plans at the threshold of "Over \$20 million to, and including \$50 million." The Approving Official title for this threshold should read "Regional Commissioner or Deputy Regional Commissioner."