



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMNE-MEA-CO

18 OCT 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 47, Improper Business Practices

1. Reference Federal Acquisition Regulation (FAR) 3.101
2. Department of the Army personnel should avoid unauthorized communications with persons and businesses who contract with the government. Only warranted contracting officers and their designees may contact vendors and government contractors to establish legally binding agreements. Unauthorized communications compromise those who are warranted contracting officers and their designees. Examples of unauthorized communications are:
 - a. Contacting vendors or bidders to negotiate prices or delivery of items.
 - b. Soliciting price quotes or technical proposals for any purpose, including "planning" purposes. In the course of performing market research for a forthcoming requirement, there may be the occasion where the requisitioner would be exposed to pricing contained in a commercial catalogue, or published price list. It is permissible to request this type of information/data, but a formal or informal quote may not be requested to be submitted for a unique requirement.
 - c. Providing contracting information or government price estimates to contractors.
 - d. Telling contractors or bidders about their competitor's bids or proposals.
 - e. Permitting or instructing a contractor to change the technical provisions of a contract.
 - f. Modifying or altering the scope of effort prescribed in an existing contract.
 - g. Making statements regarding a contract, bid, project, or proposal which may be construed as a commitment by the government.
 - h. Signing letters of intent to purchase.

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i. Requesting or accepting from a contractor a loaned piece of equipment, free sample, extra work, or free on-site demonstration. (Note: Unsolicited items of equipment or demonstrations should be referred to the Directorate of Contracting).

3. These types of communication should be avoided unless authority has been specifically delegated. The integrity of the government procurement actions depends on strict adherence to these standards.

4. Commanders and directors are responsible to ensure proper dissemination of this memorandum to all personnel. Questions may be directed to the Directorate of Contracting or the Office of the Judge Staff Advocate, Fort Meade.



DANIEL L. THOMAS
Colonel, Military Intelligence
Commanding

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