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National Institutes of Health  
Public Health Service  
Bethesda, Maryland 20892

**DEPARTMENT OF HEALTH & HUMAN SERVICES**

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**Date:** May 4, 2011

**To:** Acquisition Management Committee  
GS-1102-ListServe

**From:** Head of the Contracting Activity and  
Director, Office of Acquisition and Logistics  
Management

**Subject:** OAMP Policy Letter 2011-1, Announcement of  
Contract Awards

This OAMP Policy Letter replaces OAMP Policy Letter 2005-01 in its entirety.

**Background:** HHSAR 305.303 specifies that all awards over \$4 million not otherwise exempt by FAR 5.303 must be publically announced in sufficient time for HHS to announce it by 5:00 p.m. EST, on the day of award. Contracts excluded from this reporting requirement include: (1) those made pursuant to Section 8(a) of the Small Business Act, (2) those placed with foreign firms when the place of delivery or performance is outside the United States and its outlying areas, and (3) those for which synopsis was exempted under 5.202(a)(1), i.e., national security.

This requirement applies to any contract, contract modification, or delivery order over the \$4 million threshold, unless excluded as above. Notification shall be accomplished by providing a copy of the contract or award document face page to the Office of the Assistant Secretary for Legislation (OASL) (Congressional Liaison) via email to [Grantfax@hhs.gov](mailto:Grantfax@hhs.gov) prior to the day of award to allow sufficient time for OASL to make an announcement by 5 p.m. Washington, DC time on the day of award.

**Policy:** The Head of the Contracting Activity has determined that OALM/NIH needs to receive the same information at the same time as the DHHS/Congressional Liaison Office. Therefore, a copy of the award face page shall be transmitted via a-mail to [Malinda.Holdcraft@nih.gov](mailto:Malinda.Holdcraft@nih.gov). Any questions should be directed to Ms. Malinda Holdcraft at the email address above.

**Effective Date:** Immediately.

/s/  
Diane J. Frasier