

DFARS Procedures, Guidance, and Information

PGI 205—Publicizing Contract Actions

(Revised September 20, 2011)

PGI 205—PUBLICIZING CONTRACT ACTIONS

PGI 205.2--SYNOPSIS OF PROPOSED CONTRACT ACTIONS

PGI 205.207 Preparation and transmittal of synopses.

(a)(i) *Notice numbering.*

(1) For a particular procurement, when submitting notices at different stages of the acquisition (i.e., sources sought notice, pre-solicitation notice, award notice), ensure the solicitation number is entered exactly the same way in order to allow all to be retrieved when a search is performed.

(2) Use only alpha-numeric characters in the solicitation and award number data elements in the GPE. Do not include hyphens, slashes, or other special characters.

(d)(i) Include the following notice in acquisitions being considered for historically black college and university and minority institution set-aside:

“This proposed contract is being considered as a 100 percent set-aside for historically black colleges and universities (HBCUs) and minority institutions (MIs), as defined by the clause at [252.226-7000](#) of the Defense Federal Acquisition Regulation Supplement. Interested HBCUs and MIs should provide the contracting office as early as possible, but not later than 15 days after this notice, evidence of their capability to perform the contract, and a positive statement of their eligibility as an HBCU or MI. If adequate response is not received from HBCUs and MIs, the solicitation will instead be issued, without further notice, as: _____

(indicate if unrestricted, or restricted for small business or small disadvantaged business, etc.). Therefore, replies to this notice are also requested from

(enter the types of firms to be solicited in the event an HBCU or MI set-aside is not made).”

(ii) *Special notices for small business events.* When advertising an event for small businesses, post a 'special notice' notice type and ensure the "title" data field begins with "Small Business Event". This will enable the public to easily search the GPE using the small business event calendar on the website.