

APD ALERT



INFORMATION FOR PUBLIC ANNOUNCEMENT OF CONTRACTS VALUED AT OVER \$1 MILLION

BACKGROUND

This Alert establishes Research, Education, and Economics (REE) procedures for processing notifications to the agency congressional liaison office for any contract award with an estimated total value over \$1 million (including options), except for those listed below under “Exclusions.” Agriculture Acquisition Regulation (AGAR) 405.303 requires that Contracting Officers report such proposed contracts to their agency congressional liaison office in sufficient time for the agency to announce it by 5:00 p.m. Washington, DC time on the day of the award. The agency congressional liaison office shall, concurrent with the public announcement, provide the award announcement information to the USDA Congressional Relations Office.

POLICY GUIDANCE

In order to comply with the AGAR requirement and at the same time streamline the procedures to the maximum extent possible, REE Contracting Officers shall:

1. Complete the enclosed form, Information for Public Announcement of Contract Awards; and,
2. Prior to award, **fax** the completed form by **9:00 a.m.** on the date of contract award to:

Office of the Director of Legislative Affairs, REE
Jamie L. Whitten Federal Building
Washington, DC 20250
Facsimile: 202-720-7549
Telephone: 202-720-3173

3. **Fax** copies to:

Office of Congressional Relations, USDA
Jamie L. Whitten Federal Building
Washington, DC 20250
Facsimile: 202-720-8077
Telephone: 202-720-7095

Chief, Acquisition Programs and Oversight Branch
Acquisition and Property Division
5601 Sunnyside Avenue
Beltsville, MD 20705-5117
Facsimile: 301-504-1739
Telephone: 301-504-1725

Director, ARS Information Staff
5601 Sunnyside Avenue
Beltsville, MD 20705-5128
Facsimile: 301-504-1648
Telephone: 301-504-1638

EXCLUSIONS

1. Contracts placed with the Small Business Administration under Section 8(a) of the Small Business Act;
2. Contracts placed with foreign firms when the place of delivery or performance is outside the United States or its possessions; and,
3. Contracts which disclose the agency's needs, if that disclosure would compromise national security (for example, would result in disclosure of classified information).

APD POINT OF CONTACT

If you have any questions regarding this Alert, call 301-504-1725, or via e-mail at APOB@ars.usda.gov.

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Enclosure

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U.S. DEPARTMENT OF AGRICULTURE
Research, Education, and Economics

Information for Public Announcement of Contract Awards

Date of Notification: _____

USDA Agency:	<input type="checkbox"/> ARS	<input type="checkbox"/> ERS	<input type="checkbox"/> NASS	<input type="checkbox"/> NIFA
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Contractor Name:	_____	Telephone:	_____
Address:	_____		

Description of Supplies and Services:

Contract Number:	_____
Amount of Contract, Including Options:	_____
Period of Performance:	_____
Contract Award Date:	_____
Place of Performance:	_____
Contracting Officer (CO) Name:	_____
Telephone:	_____