

April 25, 2006

ACQUISITION ALERT 06-03

This Acquisition Alert notice is being transmitted to all NOAA Heads of Contracting Offices (HCOs). If you have any questions or comments about the Alert, please contact Don Kraus by email (Don.Kraus@noaa.gov) or by telephone on (301) 713-0833 x140. Please share this message with your acquisition staff.

Announcements of Contract Awards

Background:

The reporting threshold for Announcement of Contract Awards to the Office of Legislative Affairs (OLA) has been lowered to \$1 million. This reporting requirement is extended to include the Office of Public Affairs.

AGO Action: Provide notification in accordance with the to-be revised NOAA Acquisition Handbook paragraphs 5.1(e) and (f) which read as follows:

- (e) *Announcement of Contract Awards.* Base the \$1 million threshold for Announcing contract awards on the amount of the contract inclusive of options and/or the estimated total quantity for a requirements contract and/or the guaranteed minimum quantity for an indefinite quantity contract. Try to make the award before 4:00 p.m. This allows you to provide information to the Office of Legislative Affairs (OLA) and Office of Public Affairs (OPA) by 4:00 p.m. (ES/DT) on the date of award. If you can't make an award by 4:00 p.m. (ES/DT), send the information to OLA and OPA so that it will arrive by 9:00 a.m. (ES/DT) the next morning. Do not provide any information to either OLA or OPA before making the award.
- (f) *Documentation to be provided to OLA and OPA.* Submit the face page of the award document. Include the contractor's name and address; contract number/modification number; description of the supplies/services; and other pertinent information such as information on a direct congressional inquiry regarding that acquisition, an award based on an interagency agreement where funds were received from another agency, or other information specification requested by OLA or OPA. Prepare a separate sheet giving the requested information and attach it to the face page of the contract. Fax the information to OLA 202-482-4960 and OPA 202-482-3154.

Effective Date: Effective Immediately upon publication. This Alert shall remain in effect until this direction is included in the NOAA Acquisition Handbook.