

DC Instruction: 07-02
Dated Issued: August 23, 2007
Accession No.: ML072350510

MEMORANDUM TO: Division of Contracts Staff
Regional Acquisition Staff

FROM: Elois J. Wiggins, Leader */RA/*
Procurement Policy Team
Division of Contracts
Office of Administration

SUBJECT: CONTRACT AWARD NOTIFICATIONS TO CONGRESSIONAL AFFAIRS

Background

This DC Instruction is issued to revise the CAB Instruction issued May 13, 1993, entitled "Contract/Modification Award Notification to the Office of Congressional Affairs." This Instruction **increases** the \$100,000 threshold amount to **\$500,000**, **deletes** the notification requirement for **modifications**, and **deletes** the requirement to submit **copy of the contract document**.

Timely notification to the Office of Congressional Affairs (CA) permits CA to contact the Congressional district involved when a new contract of the type and/or dollar threshold stated below has been awarded.

Policy

The attached sample form provides contract award notification to the Office of Congressional Affairs (CA). This notification must be prepared and emailed to Betsy Keeling, CA, with copy to Sara Sahn, CA, for the following contract actions:

- (1) any new contract with an educational institution,
- (2) any other new contract with a total project cost of more than \$500,000.

This requirement does not include delivery orders under GSA Schedule contracts, task order awards, or financial assistance awards.

The notification should be emailed to OCA concurrently with notification to the awardee, i.e., the date of contract execution.

Your branch chief should be kept informed of any inquiries you may receive from CA regarding these notifications.

Attachment:
Sample CA Notification Memorandum

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Timely notification to the Office of Congressional Affairs (CA) permits CA to contact the Congressional district involved when a new contract of the type and/or dollar threshold stated below has been awarded.

Policy

The attached sample form provides contract award notification to the Office of Congressional Affairs (CA). This notification must be prepared and emailed to Betsy Keeling, CA, with copy to Sara Sahm, CA, for the following contract actions:

- (1) any new contract or with an educational institution,
- (2) any other new contract with a total project cost of more than \$500,000.

This requirement does not include delivery orders under GSA Schedule contracts, task order awards, or financial assistance awards.

The notification should be emailed to OCA concurrently with notification to the awardee, i.e., the date of contract execution.

Your branch chief should be kept informed of any inquiries you may receive from CA regarding these notifications.

Attachment:
Sample CA Notification Memorandum

DISTRIBUTION:

DC/Regional Staff PPT r/f Betsy Keeling, CA Sara Sahm, CA

OFFICE	ADM/DC/PPT
NAME	EJWiggins
DATE	08/23/07

OFFICIAL RECORD COPY

MEMORANDUM FOR: Betsy Keeling, Associate Director
Office of Congressional Affairs

FROM: _____, Contracting Officer
Contract Management Branch No. __

SUBJECT: AWARD OF CONTRACT NO. NRC-XX-XX-XXX

The following information is provided regarding the subject contract award:

Contractor:

Name:

Address:

Telephone No.:

Title:

Brief Description of Work:

Period of Performance:
(Including all options)

Date of Award:

Total Contract Amount:

Office Sponsor:

cc: Sara Sahm, Congressional Affairs Officer, CA
DC Branch Chiefs
DC Deputy Director
Jeanne Griffin