



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

APR 20 1981

MEMORANDUM FOR: Directors of Offices

FROM: Edward L. Halman, Director
Division of Contracts

SUBJECT: FY 81 PROCUREMENT PLAN UPDATE

You are requested to update your FY 81 procurement plan to reflect changes that have occurred since submission of your plan early this fiscal year. Your plan update need only indicate changes to items on your plan or project deletions or additions. If, for example, the project officer and the estimated start date for a particular project have changed, only these items need to be updated. Please show the RFPA number for each project revision, deletion or addition. Attached are forms to be used in updating your plan.

In order for the Division of Contracts to properly allocate its personnel to meet the demands of its workload as well as to identify problems in advance of the Request for Procurement Action (RFPA), it is essential that you indicate the date of submission of the RFPA to the Division of Contracts for each procurement action shown on your procurement plan.

Again, I invite you to contact the appropriate Division of Contracts branch chief for your office to meet with members of your staff to further develop the procurement planning process.

It is requested that you submit your update of your procurement plan to the Division of Contracts no later than May 8, 1981. If there are no changes to your plan to report, please indicate such via a written response.


Edward L. Halman, Director
Division of Contracts

Attachments: As stated

cc w/attachments: W. J. Dircks, EDO
E. K. Cornell, DEDO

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ATTACHMENT 1

Page ____ of ____

FISCAL YEAR 1980
PROCUREMENT PLAN FOR THE OFFICE OF

1. NEW PROCUREMENTS

FFPA NUMBER AND DESCRIPTION OF PROJECT (approx. 50 words)	PROJECT OFFICER NAME/EXTENSION	TYPE OF PRO- CUREMENT 1/	SOCIO-ECONOMIC SET ASIDE 2/	SPECIAL CON- SIDERATIONS 3/	DATE FOR SUBMISSION OF RFPA		EST. START DATE	EST. DURATION	CURRENT FY FUNDING	TOTAL FUNDING
					TO DC	TO DC				

1/ The following key is to be used in identifying procurement type: C-Competitive, SS-Sole Source, IA-Interagency Agreement, SA-State Agreement

2/ The following key is to be used for a (1) small business, (2) disadvantaged small business, (3) women-owned business, or (4) labor surplus area firms.

3/ The following key is to be used: A-ADPE or ADP Services, B-Government-Furnished Property, C-Classified or Restricted Data, D-Consultant Services.

ATTACHMENT 2

FISCAL YEAR 1980

OFFICE OF _____

II. ON-GOING CONTRACTS

CONTRACT NUMBER	PROJECT OFFICER NAME/EXTENSION	CONTRACTOR	EXPIRATION DATE	ESTIMATED COST OF PROJECTED ACTION	DESCRIPTION OF PROJECTED ACTION
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