



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institute of Health
Bethesda, Maryland 20892
www.nih.gov

Date: September 18, 2007

To: Acquisition Management Committee
GS-1102-ListServe

From: Head of the Contracting Activity and
Acting Director, Office of Acquisition and Logistics
Management

Subject: OAMP Policy Letter 2005-1, Announcement of
Contract Awards (Revision)

OAMP Policy Letter 2005-01-Revised

Background: FAR Subpart 5.303 outlines requirements for Announcement of Contract Awards. It requires Contracting Officers to make information available on awards over \$3.5 million in sufficient time for the agency to announce it by 5:00 p.m. EST, on the day of award. Contracts excluded from this reporting requirement include: (1) those made pursuant to Section 8(a) of the Small Business Act, (2) those placed with foreign firms when the place of delivery or performance is outside the United States and its outlying areas, and (3) those for which synopsis was exempted under 5.202(a)(1), i.e., national security.

HHSAR 305.303 clearly states that this includes any contract, contract modification, or delivery order. Notification shall be accomplished by providing a copy of the contract or award document face page to the Office of the Assistant Secretary for Legislation (Congressional Liaison), Room 406G, Hubert H. Humphrey Building.

Policy: The Head of the Contracting Activity has determined that OALM/NIH needs to receive the same information at the same time as the DHHS/Congressional Liaison Office. Therefore, a copy of the award face page shall be transmitted via e-mail to Alexander.tran@nih.hhs.gov.

Effective Date: Immediately.

Diane J. Frasier