

WHEN IN DOUBT SEND A CONGRESSIONAL NOTIFICATION OUT

**APPENDIX D
CONGRESSIONAL NOTIFICATION REQUIREMENTS (HSAM 3005.303- 70)**

Congressional Notification (CN) Reporting Rules	
Contract Award or Action	<i>Provide notification to the Office of the Chief Procurement Officer (OCPO) via the Enterprise Reporting Application (ERA) tool at least five (5) business days prior to contract award or action. Note: New awards and modifications Subject to Availability of funds (SAF) that exceed \$4M in value shall be reported at the time of initial award and not when the subsequent modification to obligate funds is executed.</i>
New Contract Awards & Modifications	<ul style="list-style-type: none"> • Report a new contract award with a total contract value (i.e. base and all option quantities or periods) exceeding \$4M • Report a modification exceeding \$4M (excluding exercise of an option priced and reported under CN at initial award) • Report a modification of any dollar value that causes the overall contract value to exceed \$4M
Blanket Purchase Agreements (FAR Part 13)	<ul style="list-style-type: none"> • Report establishment of Blanket Purchase Agreements with estimated ceiling amounts exceeding \$4M • Report BPA orders under multiple award BPAs exceeding \$4M in value (i.e. base and all option quantities or periods) • Report BPA order modifications exceeding \$4M (excluding exercise of an option priced and reported under CN at initial award)
DHS Orders	<ul style="list-style-type: none"> • Report any order exceeding \$4M in value placed against DHS Indefinite Delivery Contracts (multiple award only)
Multi-Year Funds*	<ul style="list-style-type: none"> • Report any order awarded using multiyear or no-year funds exceeding \$10M (includes modifications increasing contract value over \$10M).
Interagency Acquisitions (IA) - Assisted Acquisitions	<ul style="list-style-type: none"> • Report IAs for Assisted Acquisitions exceeding \$4M in value (excluding IAs that will result in GWAC or MAC contract orders) and IA modifications exceeding \$4M <ul style="list-style-type: none"> ○ The DHS Contracting Officer shall provide in ERA the estimated contract award details of the IA at the time the agreement is signed by the DHS Contracting Officer ○ The DHS Contracting Officer shall stipulate that the Servicing Agency may provide a CN consistent with its agency policy
Unique Congressional Notification Reporting Rules	
Small Business Set-Asides	<ul style="list-style-type: none"> • Report competitive Small Business Set-Asides exceeding \$4M in value to Congress concurrent with pre-award notice (IAW FAR 15.503(a)(2))
Architect-Engineer Services Contracts	<ul style="list-style-type: none"> • Report an Architect-Engineer services contract exceeding \$4M in value conducted using FAR 36.6 procedure

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	<ul style="list-style-type: none"> • After the Contracting Officer has completed negotiations and ensured that the contract is ready for signature by both parties, the Contracting Officer shall suspend award as necessary to ensure Congressional notification is made at least five (5) business days prior to award
Other Transaction Agreements	<ul style="list-style-type: none"> • Report an award exceeding \$4M for Other Transaction Agreements
Congressional Notification <u>Reporting Not Required</u>	
Multiple Agency Contracts – Other Agency	<ul style="list-style-type: none"> • Do not report an order placed against another agency’s contract vehicle when <i>using single or annual year appropriations</i> regardless of dollar amount *See instructions above when using multi-year funds
GSA FSS Orders (FAR Part 8)	<ul style="list-style-type: none"> • Do not report an order placed against GSA Federal Supply Schedules when <i>using single or annual year appropriations; and</i> • Do not report BPAs established under Schedules or associated orders regardless of dollar value when <i>using single or annual year appropriations</i> <p>*See instructions above when using multi-year funds</p>