



# Pre-Award Process Guide

Prior to awarding a supply and service contract or first-tier subcontract of \$10 million or more, federal agency contracting officers are required to request pre-award clearance from OFCCP. To help direct contracting officers through this clearance process, OFCCP created this simplified guide. For a full description of the pre-award process requirements, please see 48 C.F.R. 22.805(a), 41 C.F.R. 60-1.20(d), 41 C.F.R. 60-300.60(d), and 41 C.F.R. 60-741.60(c).

**START**

**If possible, begin the process at least 30 days prior to the proposed contract award date.**

**1**

**Is this a supply and service contract or first-tier subcontract of \$10M or more?**



**YES**



**Check pre-award registry**

**NO**

No pre-award clearance request required.

**2**

**Is the location where the work is to be performed listed on the pre-award registry?**



**YES**

Advance to the next question.

**NO**

Submit request for pre-award clearance.

**3**

**Is the projected award date within 24 months of the date that OFCCP issued the Notice of Compliance?**



**YES**

No pre-award clearance request required.

**NO**

Submit request for pre-award clearance.



4

**Do you know where the contractor will be performing the work?**



**YES**

Submit to that location's regional office.

**NO**

Submit to regional office where HQ is located.



**Click to look up Regional Office Location**

If contract work will be performed outside the U.S., submit the pre-award clearance request to the OFCCP regional office where the company HQ is located, or to the OFCCP regional office serving the area where personnel recruiting is handled.

5

**What do I need to submit for pre-award clearance?**

**Once you've found the correct region, submit your pre-award clearance request to that region's pre-award e-mail inbox with the following information:**

- Name, address, point of contact, and telephone number of the proposed contractor;
- Name, address, point of contact, and telephone number of each proposed first-tier subcontractor with a proposed subcontract of \$10 million or more;
- Anticipated date of award;
- Place(s) of contract performance;
- Estimated dollar amount of contract (if in excess of \$10 Million, including options);
- Proposed contract and/or solicitation number;
- Name, address, point of contact, telephone number, and e-mail address of the contracting office/agency.



# What Happens After I Submit My Pre-Award Clearance Request?

Now that you've submitted your request, here is the timeline to expect.

**15**  
DAYS

**OFCCP has 15 days to respond.**

- OFCCP will contact you if clearance is granted.
- OFCCP will also notify you if it intends to conduct a pre-award compliance evaluation.
- If you don't hear from OFCCP, you can assume the award is authorized.

**20**  
DAYS

**OFCCP has an additional 20 days to complete a pre-award evaluation once the agency notifies you of its intent to conduct one.**

- Within those 20 days, OFCCP will provide you with conclusions of the pre-award evaluation.
- If you don't hear from OFCCP within the 20-day window, you can assume the award is authorized.

## Do you have an urgent or critical contract?

You must inform the OFCCP regional office if you have an urgent or critical contract, and an OFCCP pre-award evaluation would delay awarding it beyond the time necessary to make the award, or beyond the time specified in the offer.

If OFCCP cannot complete the evaluation within that urgent time frame, your agency's contracting head may approve the award without pre-award clearance. You must then immediately request a post-award evaluation from the OFCCP regional office.

**Don't forget to provide the contractor with the required Equal Employment Opportunity Posters!**



[Click to view compliance posters](#)

Please note that this guide provides general information. It is not intended to substitute for the actual law and regulations regarding the program described herein. If you have additional questions, please contact us at 1-800-397-6251, TTY 1-877-889-5627.