



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 5700.5
N10
8 November 2001

COMSC INSTRUCTION 5700.5

Subj: CONGRESSIONAL NOTIFICATION OF CONTRACT AWARDS

Ref: (a) P. L. 91-441, Section 507
(b) SECNAVINST 5700.9D

Encl: (1) Procurement Brief Sheet
(2) Sample Contract Announcement Format
(3) Office of Legislative Affairs (OLA) Memorandum for Contracting Activities dated 10 October 1997

1. Purpose. To provide policies and procedures for processing contract award announcements in accordance with the requirements of reference (a) as implemented by reference (b).

2. Background

a. The Department of the Navy has established a Chief of Legislative Affairs (CLA), responsible to the Secretary of the Navy, who acts as the Navy's liaison with Congress. Each Navy activity has a single point of contact (POC) to deal with the Chief of Legislative Affairs. At Military Sealift Command (MSC), the POC is the Office of Legislative Affairs, N9. The MSC Public Affairs Office, N00P, is responsible for the release of contract award announcements.

b. Government contract awards in excess of \$5,000,000.00 generally have a significant economic impact in the geographical area where contract performance will take place. By reference (a), Congress mandated that it be notified when such an award is to be made. Such notification is made by CLA, after receipt of award information from the Navy Chief of Information (CHINFO). CHINFO receives its information from the activity involved, submitted by that activity's Public Affairs Office.

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3. Action

a. Proposed contract awards of \$5 million or over for the base period must be forwarded to CHINFO prior to award. Within MSC, the cognizant Contracting Officer shall prepare the Procurement Brief Sheet and staff it through all the appropriate codes (see enclosure (1)). Element 4 on the Procurement Brief Sheet must contain a detailed description of the mission/scope of the contract, written to inform a reader who may have no prior knowledge of the program. The information contained on the Procurement Brief Sheet must be unclassified and the document itself should be marked UNCLASSIFIED.

b. The cognizant Contracting Officer shall then prepare the contract announcement in narrative format in accordance with enclosure (2). This announcement shall be prepared on plain white paper (vice MSC letterhead) and contain the same information as on the Procurement Brief Sheet.

c. If the award (base year plus all options) exceeds \$50 million, the cognizant Contracting Officer must also prepare Questions and Answers in accordance with enclosure (3). The questions should represent what an individual with no knowledge of the program might ask. The answers should be detailed and be easily understood by the layman.

d. Finally, both the Procurement Brief Sheet and the contract announcement shall be staffed through all the codes given on the Procurement Brief Sheet using a green ladder staffing copy. If questions and answers are required, include them in the staffing package. Upon completion of the staffing process, the cognizant Contracting Officer shall forward the approved package to N00P for action.

e. N00P shall check the package for proper formatting and, if the package requires no revision, prepare and sign the cover letter to CHINFO. N00P will then transmit, by fax, the cover letter and press release to CHINFO not later than 1600 the day prior to award.

f. For awards between \$5 million and \$49.9 million, contracting personnel shall ensure the above cited documents are received by N00P not later than close of business, **2 days before proposed award** date to allow time for any changes and corrections to be made. N00P must have the announcement to CHINFO and OLA by 11:00 a.m. the day before contract award. To be clear, the above cited documents must be in the N00P office by close of business on Monday if the announcement of award is to be made at 5:00 p.m. on Wednesday. For awards over \$50 million, contracting personnel shall

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ensure the above cited documents are received by N00P not later than noon 3 DAYS PRIOR TO THE PROPOSED AWARD DATE. N00P must have the announcement to CHINFO and OLA by 2:00 p.m. 2 days before contract award. Again, to be clear, N00P must have the package by COB on Monday if the award announcement is to be made at 5:00 p.m. on Thursday.

g. Contracting personnel shall obtain signed non-disclosure statements from all command personnel who will have access to award information during this process.

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D. L. BREWER III

Distribution:

COMSCINST 5215.5

List I (Case A, B)

Copy to:

SNDL 41B (MSC Area Commanders)

41C (NFAF East/West)

PROCUREMENT BRIEF SHEET

1. Contract Number:
2. Proposed Award to: *Awardee name and business address*
3. Name of Services/Program:
4. Description of Mission/Scope of Contract: *Detailed narrative*
5. Type of Contract: *(i.e., Firm Fixed Price)*
6. Contract Performance Period: *(i.e., 1-year firm period with four 1-year options beginning day-month-year)*
7. Award total: *(Firm Dollar total; Option Dollar Total; Estimated Reimbursable Amount; estimated award/ Incentive fee; Total contract value)*
8. Number of Companies Solicited: #
9. a. Number of offers received #
b. Number of offers outside the Competitive Range #
c. Number of Offerors responding to Request for BAFO #
10. Date of Award: *Day-Month-Year*
11. Date of Expiration of Funds: *(Enter date or N/A)*
12. Negotiations: Commenced: *Day-Month-Year*
Completed: *Day-Month-Year*
13. Contractor Point of Contact: *Name, Title, Address, Telephone*

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CONCURRENCE:

Title	Code	Signature	Date
Technical Code	_____	_____	_____
Program Manager	_____	_____	_____
Contracting Officer	_____	_____	_____
N2	_____	_____	_____
Division Director	_____	_____	_____
Director of Contracts	_____	_____	_____
N03	_____	_____	_____

N00 APPROVAL

(Date)

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SAMPLE CONTRACT ANNOUNCEMENT FORMAT

company name, city, state, is being awarded a \$xxx,xxx,xxx (*dollar amount*) (*type of contract*) contract for *description of work, to support what, used for/on what*.

(If the product procured is one that is not easily understood by all as to what is being purchased, add an explanation here such as: "The *widget* is used on the *gizmo* of the *end-item* to do *what it does*.")

This contract includes options which, if exercised, would bring the cumulative value of this contract to \$xxx,xxx,xxx.

Unless the location or customer are classified, if the contract involves a Foreign Military Sale, add:

This contract combines purchases for the U.S. Navy (xx.x%) and the government(s) of (*country*) (xx.x%) under the Foreign Military Sales (FMS) Program.

(or) This contract involves Foreign Military Sales to *country* (100%).

Work will be performed in *city, state*, and is expected to be completed by (*month & year*).

(If place of performance is more than one location please list all locations - city and state with % of work to be performed) Work will be performed in *city, state* (xx.x %); *city, state* (xx.x %); *city, state* (xx.x%), and is expected to be completed by *month & year*.

Contract funds *will not expire* at the end of the current fiscal year.

(or if expiring funds use) Contract *funds in the amount of \$xxx,xxx,xxx will expire* at the end of the current fiscal year.

This contract *was / was not* competitively procured with (*number*) proposals solicited and (*number*) offers received. (via the (*command name*) E-commerce web site **or** via the Commerce Business Daily)

The *contracting activity, city, state*, is the contracting activity (*contract number*).

* Small Business **(If applicable)**

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SAMPLE OF CONTRACT MODIFICATION FORMAT

NAVY

_____ (*company name*) _____, _____ (*city*) _____, _____ (*state*) _____,

is being awarded a \$ _____ (*dollar amount*) _____ modification to previously awarded contract _____ (*contract number*) _____ for _____ (*description of work, to support what, used for or on what, _____*).

Work will be performed in _____ (*city*) _____, _____ (*state*) _____, and is expected to be...

Work will be performed in _____ (*city*) _____, _____ (*state*) _____ (%), _____ (*city*) _____, _____ (*state*) _____ (%), and is expected to be completed by _____ (*month & year*) _____.

Contract funds *will not expire* at the end of the current fiscal year.

(or use if expiring -) Contract funds in the amount of \$ _____ *will expire* at the end of the current fiscal year.

The _____ (*contracting activity*) _____, _____ (*city*) _____, _____ (*state*), is the contracting activity.

* In a modification contract, do not include the sentence pertaining to competitive procurement.

* Do not repeat contract number again at the end.



DEPARTMENT OF THE NAVY
OFFICE OF LEGISLATIVE AFFAIRS
1300 NAVY PENTAGON
WASHINGTON, DC 20350-1300

COMSCINST 5700.5
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IN REPLY REFER TO:

LA-2:bj
October 10, 1997

MEMORANDUM FOR CONTRACTING ACTIVITIES

Subj: "QUESTIONS AND ANSWERS" FOR CONTRACTS OVER \$50M OR WHEN
TOTAL VALUE OF CONTRACT WILL EXCEED \$50M

1. There has been some confusion in the contracting activities as to when "Questions and Answers" are required on contracts forwarded to OLA for congressional notification. It is requested that "Questions and Answers" accompany (1) all contracts \$50M or over, and (2) when the total estimated value of the contract, with options, will exceed \$50M, even when the actual base value is below \$50M. This is an OLA requirement and is separate and in addition to the Office of Information (CHINFO) requirement for "Questions and Answers" for contracts over \$100M.
2. All contracts in the categories described above are forwarded by OLA to the Secretary of the Navy. Often, the Secretary makes personal phone calls at announcement time and the "Questions and Answers" are necessary to provide additional information and for preparation of appropriate briefing papers.
3. If you have questions, please feel free to call the OLA Director of Congressional Notifications, Commander Jeff Gradeck, at (703) 697-5676.

/S/

JAY M. COHEN
Captain, U.S. Navy
Deputy Chief of Legislative Affairs

Enclosure (3)