

Defense Logistics Agency Instruction



DLAI 5201
September 9, 2009
DP

Contract Announcements

References: Refer to [Enclosure 1](#).

1. PURPOSE.

a. A contract announcement describes a product or service that is being purchased for all military branches or Federal and civilian agencies.

b. Contract notification to Members of Congress and OSD by DLA Office of Public Affairs (DP) ensures that information on the right item is being provided. It also ensures information gets to the customer on time and at the time required. DP provides it for the right price, giving the best value product and services.

2. APPLICABILITY. This DLA Instruction applies to the Headquarters (HQ) Defense Logistics Agency (DLA) and DLA Primary Level Field Activities (PLFA).

3. POLICY. The guidance contained in Federal and Department of Defense (DoD) acquisition regulations that govern the implementation and management of contract announcements must be implemented throughout the Agency.

a. [Federal Acquisition Regulation](#), Announcement of Contract Awards.

b. [Defense Federal Acquisition Regulation Supplement, 205.303](#), Announcement of Contract Awards.

c. [OSD Public Affairs Guidance, SUBPART 205.3](#)– Synopsis of Contract Awards.

4. RESPONSIBILITIES. Refer to [Enclosure 1](#).

5. PROCEDURES.

a. [Instructions for completing Contract Announcements](#), DLA Form 1693, dated September 2004, are attached in enclosure 1.

b. Log announcement. Once submitted to appropriate offices, an electronic copy of the announcement is maintained on the public shared “Q” drive, under DSS-C, Public Affairs, and filed by fiscal year. It is also recorded in an Excel spreadsheet with the internal tracking number, vendor’s name, date of award release, and the contract value.

c. New logs are created each fiscal year. Hard copies are kept on file, reviewed quarterly, destroyed, when expired. Electronic versions are kept for 2 years.

d. Completed contract announcements from other DLA domestic organizational elements are submitted to HQ DLA Public Affairs (DP) when the award amount equates to \$5.5M, or more.

NOTE: A DP analyst serves as the central DLA point of contact in receiving contract announcements.

e. DLA Form 1693 (see a completed DLA Form 1693, Contract Announcement, September 2004 at: <http://www.dla.mil/dss/forms/fillable/DL1693.pdf>) is faxed to DP at 703-767-6312/6187. DLA Form 1693 can also be e-mailed in .PDF or .Word format to Ms. Theresa Taylor, Ms. Mimi Schirmacher, or Ms. Joan (Jay) Williams.

f. DP submits a synopsis of the award to the Office of the Secretary of Defense (OSD) Public Affairs (PA) and provides a copy of the contract announcement to HQ DLA Legislative Affairs (DL) for processing.

g. DL identifies the appropriate Members of Congress and provides notification of contracts being awarded in their District/State.

(1) Shared public folder drive “Q” to record synopsis of the announcements by fiscal year.

(2) Excel spreadsheet to maintain numbering and vendor information.

(3) External Web site for public viewing - <http://www.defenselink.mil/news/contracts.html>.

6. EFFECTIVE DATE. September 29, 2005.

Ella E. Studer
Director, DLA Enterprise Support

2 Enclosures

Enclosure 1 – Memorandum for DLA Contracting Activities

Enclosure 2 – Additional Information

Enclosure 1
Memorandum for DLA Contracting Activities

DP

MEMORANDUM FOR DLA Contracting Activities

FROM: HQ DLA Public Affairs (DP)

DATE: May 12, 2009

SUBJECT: Memorandum of Instruction for Contract Announcements and DLA Form 1693

I. REFERENCES. References used to complete reporting instructions are listed below.

A. Federal Acquisition Regulation Supplement (FAR), March 2005
(<http://farsite.hill.af.mil/vffara.htm>).

B. Defense Federal Acquisition Regulation Supplement (DFAR), August 17, 1998
(<http://farsite.hill.af.mil/VDFDARA.HTM>).

C. Defense Logistics Acquisition Directive (DLAD), May 11, 2000 (<http://www.dla.mil/j-3/j-3311/DLAD/rev5.htm>).

D. One Book Chapter, Contract Announcements, **February 2005, superseded.**

II. PURPOSE. These instructions provide guidance to DLA Contracting Activities on proper submission procedures for announcing contract awards valued at \$5.5 million or more.

III. FORM COMPLETION INSTRUCTIONS

A. **DLA Form 1693, September 2004.** This form may be accessed on the DLA Forms Home Page at <http://www.dla.mil/dss/forms/> using Form Flow. If the **TO** block of this form is not already completed, please address to Defense Logistics Agency, Public Affairs Office (DP), 8725 John J. Kingman Road, Suite 2545, Fort Belvoir, VA 22060-6221.

B. Please include your complete address in the **FROM** block of where the submission is being generated. For example: Defense Supply Center Philadelphia, 700 Robbins Avenue, Philadelphia, PA 19111. Beneath the address a **POC and phone number** should be provided. The POC should be someone with knowledge of contract details to answer any questions HQ DLA Public Affairs (DP) or HQ DLA Legislative Affairs (DL) may have.

C. Blocks 1a – 1b. **Contractor Information**

1. Block 1a - Name and Location of Contractor (1a). If contracts do not include the 9-digit zip code of the contractor's address, the form will be returned to the contracting activity for completion. Inclusion of last four digits is extremely important for DL. When states have split districts, the last four digits of the zip code determines which Member to notify.

2. Block 1b - Point of Contact at Contractor's Firm and Telephone Number (1b). Submit an up-to-date contact number and point of contact (POC) for the Contractor being awarded the contract. Please ensure the individual listed as the POC can answer detailed questions from DL about the nature of the contract if the need arises.

D. Block 2. **Proposed Award Release Date**

1. This date is set by the contracting agency responsible for submitting the contract announcement. **DP AND DL DO NOT CONTROL THE DATE AN AWARD CAN BE RELEASED.**

2. **Contracting Officers should notify contractor of award prior to 4 p.m. Eastern Standard Time (EST) on the date of award as listed on Block 2 of the DLA Form 1693. This will ensure the award has been made before Members of Congress and the news media are notified.**

3. Contract Announcements should be submitted to DP by 3 p.m. EST at least two working days prior to the proposed contract award date.

4. If any changes or corrections must be made to the contract announcement, please submit to DP by noon EST on the date the contract is to be awarded.

5. Exceptions to the two-working day rule:

a. Defense Energy Support Center (DESC) natural gas or electricity awards: These contracts should be submitted no later than 4 p.m. EST on the proposed award release date (information found in Block 2 of DLA Form 1693). DL will expedite the Congressional notification.

b. Unusual and Compelling Urgency: In the event urgency of the pending award is so critical the Government would be severely injured if award is not made immediately, provide the justification for immediate award. These contracts should be submitted no later than 4 p.m. EST on the proposed award release date (information found in Block 2 of DLA Form 1693). DL will expedite the Congressional notification or determine award may be made prior to notification and public announcement.

E. Blocks 3a – 3c. **Contract, Modification, and Solicitation Numbers**

1. Block 3a – Contract Number. This information can be found in Block 2 of SF 1449 (REV 3/2005). Please verify this number is correct before submitting to DP.

2. Block 3b – Modification Number. This information can be found in Block 2 of SF 30 (REV 10/83). Please verify this number is correct before submitting to DP. If there was no modification made to this contract, please annotate this block with N/A.

3. Block 3c – Solicitation Number. This information can be found in Block 5 of SF 1449 (REV 3/2005). Please verify this number is correct before submitting to DP.

F. Blocks 4a – 4b. **Total Dollar Value and Option Year Amount**

1. Block 4a - The threshold for reporting contract announcements of DOD awards is \$5.5 million. Contracts of \$5.5 million or more must be reported to DP, unless excluded from the reporting requirement under FAR 5.303(a). A courtesy copy of the award should be sent to DL for record-keeping purposes only.

2. Block 4a - Do not include unexercised options in the reported total. If the contract is a minimum/maximum type contract, and the value for the maximum is \$5.5 million or more, then it has to be reported through DP.

3. Block 4a - Total Dollar Value or Range of Dollar Values for This Action. Report the initial award in the maximum column if the estimated face value, excluding unexercised options, is \$5.5 million or more.

a. Do not report individual orders against these instruments until the estimated value is reached.

b. Report subsequent modifications, exercised options and orders that have a face value of \$5.5 million or more. Do not report the same work twice. This block should have the total dollar value of the action that is being submitted, whether it's for an initial award or exercising an option year.

c. Please be sure to include a dollar amount in Block 4a. The amount should hold each place value, for example \$5,785,236 instead of \$5.7M.

4. Block 4b – If the announcement is for the exercise of an option, indicate how much was already paid to the contractor from the previous award.

G. Block 5. **Location(s) of Performance if Other Than Above.** This section requires the location(s) if work is to be performed at any location in addition to the site of the original contractor listed in Block 1b. For example, if the contract is awarded in Virginia, but work will be performed in North Carolina, Georgia, or overseas, include all locations in Block 5.

H. Blocks 6a – 6b. **Set Asides**

1. Block 6a – If acquisition is a Set Aside.

a. Per FAR, Section 5.207(d), when the proposed acquisition provides for a total or partial small business program set-aside, the contracting officer shall identify the type (program or category) of set-aside in the solicitation.

b. Indicate in this block whether the acquisition is a total set aside or partial set aside. If it is a partial set aside, please indicate the percentage amount.

2. Block 6b – If partial, identify recipient of the remaining percentage of the partial set aside.

I. Block 7 – **Contractor Business Size.** Select the appropriate business size. **If a category is not selected, DLA Form 1693 will be returned for completion.**

J. Block 8 – **Using Service.** Select appropriate branch of service or agency receiving the product or service. More than one service or agency can be selected. If the customer activity or agency is not listed, please select “other” and write in the full name of the organization in addition to acronyms.

K. Block 9. **Extent of Competition.** Indicate the extent competed, including how many proposals were solicited, how many responses were received, or if the contractor was a sole source. If Web-solicited, annotate that the announcement was posted on the Web. If competition was sole source, provide justification in the appropriate section (9 d) of DLA Form 1693.

L. Block 10. **Type of Contract.** Select appropriate contract type. If selecting more than one type of contract, please ensure that all are reported. For example, for a firm-fixed price indefinite delivery contract, select both “firm fixed price” and “other” annotating the latter as “indefinite quantity/delivery.” Do not use acronyms.

M. Block 11. **Foreign Military Sale.** If the contract is a foreign military sale, use this block to indicate the servicing agency and name of country.

N. Block 12. **EEO Clearance.** Annotate by selecting yes or no. This subject is heavily regulated: refer to FAR subpart 22.8 for applicability and reporting considerations.

O. Blocks 13a – 14. **Fund, Appropriation, FY, and Performance Completion**

1. Block 13a. Indicate yes or no to the availability of funds.

2. Block 13b. Indicate in which fiscal year(s) the contractor will receive payment.

3. Block 13c. Indicate what type of appropriation and year being used. For example, FY 05 Defense Working Capital Funds (DWCF), Operation & Maintenance (O&M) Funds, Multiple Agency Funding (Army, Navy, Air Force, etc.). Please do not use the term “DLA Stock Fund”. Even if the award is for a 5-year contract, some bills are paid in the current fiscal year and may be paid as the product arrives and won’t be paid off until the five years are complete. All required approvals and funding must be verified: any further annotations may be provided in Block 16.

P. Block 14. **Performance Completion.** The section requires a performance completion date, to include month, day, and year. **DO NOT INCLUDE THE UNEXERCISED OPTION**

YEARS. Only include the dates of the initial contract. No contractor is guaranteed that an option will be exercised.

Q. Block 15. **Option Year.** If the contract officer is exercising an option, indicate which option year is being awarded. For example, this is the second of four potential one-year options.

R. Block 16. **Additional Information on Product or Service.**

1. Indicate what is being produced and the quantity (number of boots, MREs, clothing, fuel, engine parts, etc.). This information is needed to respond to inquiries from Members of Congress concerning contracts awarded in their District. List any other information that would be important in identifying what is being procured.

2. If the contract is for an emergency purchase, indicate what event the procurement supports. For example, "this contract is an emergency acquisition in direct support of Operation Enduring Freedom."

3. You may also add any additional pertinent information that was not documented in Blocks 1 – 15.

4. At the bottom of Block 16, please check the statement concerning funding verification and ensure an approving official's (someone who can verify that the contract is properly funded) signature is present.

S. Block 17. This section will be completed by DL. DO NOT MARK IN THIS AREA.

T. Block 18. The contracting officer's information will be included in this section. PLEASE ENSURE A GOOD CONTACT PHONE NUMBER IS PROVIDED FOR ANY QUESTIONS CONCERNING FORM CONTENT.

U. Block 19. The approving official's information will be included in this section. PLEASE ENSURE A GOOD CONTACT PHONE NUMBER IS PROVIDED FOR ANY QUESTIONS CONCERNING FORM CONTENT IF THE CONTRACTING OFFICER CAN NOT BE REACHED.

V. Upon completion of DLA Form 1693, dated September 2004, please fax to 703-767-6187 or 6312 or email to the HQ DLA Public Affairs mailbox at DLA Public Affairs@dla.mil. Please address any questions or concerns to Theresa Taylor at 703-767-6200, DSN 427, or e-mail at Theresa.Taylor@dla.mil. In the event that Ms. Taylor is unavailable, contact Tonya Johnson or (703-767-6310), or Mimi Schirmacher (703-767-5276).

IV. RESPONSIBILITIES

A. Public Affairs (DP).

1. Upon receipt of the completed Contract Announcement, DLA Form 1693, from the issuing activity, DP will review content for accuracy and provide a copy to DL.

2. DP will compose a synopsis of the contract and send to OSD Public Affairs by 2 p.m. EST the day prior to the proposed award release date and provide a copy to DL. (This does not apply to fuel and electricity contracts with a deadline of 4 p.m. EST on the contract award release date)..

3. DP will maintain copy of all contract announcements sent to OSD (electronic or paper version).

B. Legislative Affairs (DL).

1. Upon receipt of the Contract Announcement, DLA Form 1693, and synopsis, DL will review content for accuracy. Any issues or concerns will be directed to DP for action.

2. DL will identify the appropriate Members of Congress based on the Contractor's Address and prepare FAX cover sheets. Pertinent information will be FAXED to the Members of Congress after 4 p.m. EST on the proposed award release date, Block 2.

3. DL will maintain a copy of all information FAXED to Members of Congress.

V. Any questions concerning this Memorandum of Instruction should be addressed to Theresa Taylor, DP, at 703-767-6200.

DOUGLAS IDE
DLA Public Affairs
Director

Attachment
Distribution List

Enclosure 2
Additional Information

An example of a contract synopsis:

Business Distributors (Small disadvantaged business), Fort Belvoir, VA., is being awarded an estimated \$10M, firm fixed price with indefinite quantity type contract for prime vendor for full line food distribution for the U.S. Army, U.S. Navy, U.S. Air Force, and U.S. Marine Corps in Guam. This contract is exercising option year one. Work will also be performed in Houston, TX. Performance completion date is March 23, 2005. Contract funds will (or will not) expire at the end of the current fiscal year. There were 247 proposals solicited and 6 responded. The contracting activity is DLA, Fort Belvoir, VA (LM0760-04-P-4658).