

## Release of Information: Congressional Notification and Long-range Acquisition Estimates



[Reference: FAR 5.4]

### Overview

This section discusses the procedures for providing Congressional notice of certain contract and financial assistance actions, and the release of long-range acquisition estimates.

### Background

The Headquarters Office of Congressional and Intergovernmental Affairs notifies members of Congress of DOE activities likely to have an effect on their constituents.

These activities include certain contract and financial assistance actions.

FAR 5.404-1 identifies the requirements for the release of long-range acquisition planning estimates.

### Congressional Notification

Contracting activities complete and submit form DOE F 4220.10, Congressional Grant/Contract Notification, in accordance with the instructions on the reverse side of the form. The form is located at:

<http://www.directives.doe.gov/pdfs/forms/4220-10.pdf>

Submission of the form shall be in accordance with the following procedures. Because there are limited accounts at each office, check your local procedures for how, and by whom, this is accomplished:

1. Print and sign the completed form.

2. Scan the form using Adobe Acrobat and create a PDF file. File naming conventions are contained in the File Naming Conventions document available on the Advanced Notification of Awards System webpage (<https://notification.pr.doe.gov>), or you may use the following URL to go directly to this document.

<https://notification.pr.doe.gov/aviator/anareg.nsf/Naming%20Conventions?OpenPage>

Select "Send a New Contract/Grant Congressional Notification" on the Advanced Notification of Awards System webpage (<https://notification.pr.doe.gov>) and you will be prompted for your login and password. Fill-in the appropriate fields, attach your PDF file and submit the Notification. Should you need additional instruction, there is a user guide available on the webpage

### **Long-range Estimates**

Contracting activities contemplating the release of long-range acquisition estimates should coordinate their planning estimates with the Headquarters Office of Contract Management in advance of their release.

### **Prior Notification**

Contracting activities must complete and submit the 72 hour prior notification template (attached) before issuing a draft or final request for proposal over \$1 million. Contracting activities must also provide a 72 hour prior notification prior to terminating any contract. Once completed, the template should be emailed to [CI.Notification@hq.doe.gov](mailto:CI.Notification@hq.doe.gov).

## Office of Congressional & Intergovernmental Affairs 72 - Hour Prior Notification Form

Please fill in all of the spaces for proper processing.

**Name of Office:**

**Date & Time of Scheduled Release:**

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**Contact Person:**

**Office & After Hours Phone Number:**

### Type of Notification:

- ☐ Draft or Final RFP of \$1 million or more
- ☐ Field Office Public Meeting
- ☐ Record of Decision (ROD)
- ☐ Risk-Based End State Vision Document
- ☐ Workforce Restructuring
- ☐ Achieving a Major Milestone
- ☐ Closing of a Facility

- ☐ Opening of a New Office
- ☐ Draft or Final EIS
- ☐ Small Business Conference
- ☐ Citizen Adv. Board Meeting/Hearing
- ☐ Termination of DOE Contract
- ☐ Major Facility Announcement
- ☐ Other: \_\_\_\_\_

### General Description:


### Known Congressional Interest:

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Please send your notification to:  
Office of Congressional & Intergovernmental Affairs  
[CI.Notification@hq.doe.gov](mailto:CI.Notification@hq.doe.gov)  
If you have any questions please call: (202)586-5450

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