



Department of Energy
Washington, DC 20585

[enter date here, centered]

The Honorable Tom Cole
Chairman, Committee on Appropriations
U.S. House of Representatives
Washington, DC 20515

The Honorable Patty Murray
Chair, Committee on Appropriations
U.S. Senate
Washington, DC 20510

The Honorable Chuck Fleischmann
Chairman, Subcommittee on Energy
and Water Development
Committee on Appropriations
U.S. House of Representatives
Washington, DC 20515

The Honorable Patty Murray
Chair, Subcommittee on Energy
and Water Development
Committee on Appropriations
U.S. Senate
Washington, DC 20510

Subject: Section 301/311 Notification of Pending Contract Action

Dear Chairs Cole, Murray and Fleischmann:

On *[insert date]*, the Department of Energy (DOE) intends to award a *[contract, task order, delivery order]* as described in the attached table. *[You may also use "During the week of MMDDYYYY" or "Before MMDDYYYY" instead of "On MMDDYYYY".] (Date should be at least 3 full business days in advance but not more than 2 weeks from the date of the notification.)*

[For actions that will require funding from future appropriations, provide an explanation justifying future funds by congressional control point. This notice should differentiate and clearly articulate if annually appropriated funding, IIJA, or IRA (or a combo). In addition, this notice should differentiate and clearly articulate which fiscal year(s) is the source of funding versus the fiscal year(s) funding on the contract(s) is expected to be obligated/expended/etc. This narrative should match the information on the attached table.]

This information is source selection information related to the conduct of a Federal agency procurement. Disclosure of this information is restricted by the Procurement Integrity Act, 41 U.S.C. § 2102. This information is market sensitive, predecisional and not public at this time. Accordingly, we request that you do not further disseminate this information. If you are considering disseminating this predecisional information, we respectfully request that you consult with the Department prior to making such a decision.

Staff from the External Coordination team will follow up with additional details as

**CUI//SP-CONTRACT/ SOURCE SELECTION INFORMATION –
SEE FEDERAL ACQUISITION REGULATION (FAR) 2.101 AND 3.104**

appropriate. If you have any questions, please contact Ms. Megan Roessing, Deputy Director for External Coordination, Office of the Chief Financial Officer at 202-586-0176.

Sincerely,

*Name of Head of Contracting Activity or
delegated Procurement Director*

Title

Contracting Activity Office Name

cc:

The Honorable Rosa DeLauro
Ranking Member
Committee on Appropriations
U.S. House of Representatives

The Honorable Susan Collins
Vice Chair
Committee on Appropriations
U.S. Senate

The Honorable Marcy Kaptur
Ranking Member
Subcommittee on Energy and Water Development
U.S. House of Representatives

The Honorable John Kennedy
Ranking Member
Subcommittee on Energy and Water Development
U.S. Senate