



Office of Congressional and Intergovernmental Affairs (CI)

CI SOLICITATION NOTIFICATION

Before issuing a final Request for Proposal (RFP) of \$25 million or more or a final Funding Opportunity Announcement (FOA) of \$50 million or more, the Contracting Officer/Contracting Specialist (CO/CS) **must complete and e-mail a CI Solicitation Notification form to the applicable Program Office Representative with a copy to the CI Notification Mailbox (CI.Notification@hq.doe.gov)** 72 hours (3 business days) prior to issuing the solicitation or announcement. Unless otherwise notified by the Program Office or CI, the CO/CS may issue the solicitation 72 hours (3 business days) after e-mailing the CI solicitation notice.

- Final Request for Proposal (RFP)**
- Final Funding Opportunity Announcement (FOA)**

Procuring Office: _____

Contracting Officer/Contracting Specialists: _____ Phone: _____

Headquarters Program Office: _____ Contact Name: _____

Program Office Contact Email: _____

Proposed Date of Issue: _____

BRIEF DESCRIPTION (Also Attach Draft):

HEADQUARTERS PROGRAM OFFICE MUST COORDINATE ANY SPECIAL OUTREACH WITH THE OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS

(Use Priority Congressional Notification Process)

For Questions Contact:
NOTIFICATIONS COORDINATOR
Office of Congressional and Intergovernmental Affairs
Phone: 202-586-5450
FAX: 202-586-5497