

WHEN IN DOUBT SEND A CONGRESSIONAL NOTIFICATION OUT

**APPENDIX D
CONGRESSIONAL NOTIFICATION REQUIREMENTS (HSAM 3005.303-70)**

Congressional Notification (CN) Reporting Rules

Contract Award or Action	<i>Provide notification to the Office of the Chief Procurement Officer (OCPO) via the Enterprise Reporting Application (ERA) tool at least five (5) business days prior to contract award or action. Note: New awards and modifications Subject to Availability of funds (SAF) that exceed \$4M in value shall be reported at the time of initial award and not when the subsequent modification to obligate funds is executed.</i>
New Contract Awards	<ul style="list-style-type: none"> • Report a new contract award (i.e., contracts, single award IDIQs, purchase orders) with a total contract value (i.e., base and all option quantities or periods) exceeding \$4M
DHS, Other Agency, and Multiple Agency Orders	<ul style="list-style-type: none"> • Report a new order under any multiple award IDIQ or any BPA with a total order value exceeding \$4M (includes DHS vehicles, GSA FSS, other agency or multiple agency vehicles)
Other Transaction Agreements	<ul style="list-style-type: none"> • Report a new Other Transaction Agreement award with a total value exceeding \$4M
Interagency Acquisitions (IA) - Assisted Acquisitions	<ul style="list-style-type: none"> • Report IAs for Assisted Acquisitions, where DHS is the requesting agency, with a total value exceeding \$4M • The DHS Contracting Officer shall provide in ERA the estimated contract award details of the IA at the time the agreement is signed by the DHS Contracting Officer • The DHS Contracting Officer shall stipulate that the Servicing Agency may provide a CN consistent with its agency policies
Multi-Year Funds	<ul style="list-style-type: none"> • Report any new order under a single award IDIQ obligating multi-year or no-year funds exceeding \$10M. (Note: All other orders using multi-year or no-year funding would already have been reported at the \$4M threshold)
Modifications	<ul style="list-style-type: none"> • For contracts, orders under any multiple award IDIQ or any BPA (DHS, other agency, or multiple agency), and Other Transaction Agreements, report a modification of any dollar value that causes the overall contract, order, or Other Transaction Agreement value to exceed \$4M • For orders under a single award IDIQ, report a modification of any dollar value that results in total obligation of multi-year or no-year funds exceeding \$10M • For interagency acquisitions, report a modification of any dollar value that causes the overall interagency agreement value to exceed \$4M

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Unique Congressional Notification Reporting Rules

Small Business Set-Asides	<ul style="list-style-type: none"> Report competitive Small Business Set-Asides exceeding \$4M in value to Congress concurrent with pre-award notice (IAW FAR 15.503(a)(2))
Architect-Engineer Services Contracts	<ul style="list-style-type: none"> Report an Architect-Engineer services contract exceeding \$4M in value conducted using FAR 36.6 procedures After the Contracting Officer has completed negotiations and ensured that the contract is ready for signature by both parties, the Contracting Officer shall suspend award as necessary to ensure Congressional notification is made at least three (3) business days prior to award

Congressional Notification Reporting Not Required

Foreign Military Sales	<ul style="list-style-type: none"> Do not report Foreign Military Sales conducted under FAR 6.302-4 International agreement where the foreign country specifies the vendor
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