

APPENDIX P
DEPARTMENT OF LABOR SAMPLE EMAIL

To: *{Insert the email address of the appropriate OFCCP regional office}*

From: *{Your email address}*

Subject: Request for Equal Employment Opportunity pre-award clearance

This email, or portions thereof, contains PROPRIETARY OR SOURCE SELECTION INFORMATION related to the conduct of a Federal agency procurement, the disclosure of which is restricted by The Procurement Integrity Act (41 U.S.C. 2102). The unauthorized disclosure of such information may subject both the discloser and recipient of the information to contractual, civil and/or criminal penalties as provided by law.

An Equal Employment Opportunity pre-award clearance is requested on *{insert the name, address, and telephone number of the prospective contractor}*

{Insert all other applicable information required by FAR 22 .805(a)(5). The amount of the proposed contract(s) and subcontract(s), if any, shall not be disclosed. In lieu thereof, insert "\$10 million or more" as the estimated amount of the prime contract and first-tier subcontract(s).}

It is requested that verbal clearance and a written confirmation be provided as soon as possible to *{insert the name, title, and telephone number of the point of contact in the contracting office}*.

{Insert name, title, and signature of authorized contracting person}

[Note: The first paragraph of the above email is primarily for full and open competition acquisitions. The paragraph may be deleted or modified when requesting a pre-award clearance for other than full and open competition acquisitions. Written pre-award clearances ARE NOT required if the contractor is listed on the Pre-Award Contractor Registry located at <https://www.dol.gov/agencies/ofccp/pre-award>.]