

# Summit Reminders

## Explosives Requirements Contracting Division

presented by:  
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*Ready. Resourceful. Responsive!*

➤ **Do not discuss open competitive solicitations.**

All questions must be sent in writing to the KO; answers are posted by amendment to the solicitation.

➤ **Do not discuss any upcoming sole source requirements unless a J&A has been approved.**

Any discussion of upcoming sole source requirements is not binding. Until there is a formal award, there is no guarantee there will be an award. Requirements can be and are cancelled for various reasons.

➤ **Competitive buys, do not discuss specifics of upcoming requirements.**

Includes plans, when they will be released, or any information that could be used to give advantage to one vendor over another. Ex. If we are going into discussions or will be requesting Final Proposal Revisions, we can't tell you if we will or when.



# Procurement Integrity Act

41 USC 423

Specific to solicitations and source selection information, there are penalties for both Government personnel and vendors receiving certain information that could lead to an unfair advantage.

- Any proprietary or source selection material is protected by the Trade Secrets Act.
  - We cannot divulge your information.
  - By the same token, we are limited in the technical help we can provide if our knowledge comes from proprietary information of another vendor.
  - Our technical people can advise on problems but they cannot tell you “how” to do something – particularly if it is how another vendor does it.

➤ **POC for all open solicitations is the KO, not technical.**

For open solicitations and contracts, always copy the Contract Specialist.

➤ **Only a warranted Contracting Officer can authorize changes to a contract.**

Includes testing, changes to delivery schedule or place, technical requirement. UA require ratification procedures that can tie the contract up for years. The KO cannot just issue a mod after the fact. Government may not pay additional costs and the person may be personally liable.

➤ **Contracting Specialist should always be present, or on the phone, during discussions, even involving technical issues.**

**We cannot accept gifts or anything of market value greater than \$20 at one time, or cumulatively of \$50 in any year.**



- Contracting Discussion and Questions after the afternoon break
  - 3x5 Cards for written questions
  - Submit questions in writing before the break; place on end of tables
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