



Department of Energy

Washington, DC 20585

(enter date here, centered revised template January 4, 2013)

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

The Honorable Barbara A. Mikulski
Chairwoman, Committee on Appropriations
U.S. Senate
Washington, DC 20510

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

The Honorable Dianne Feinstein
Chairman, Subcommittee on Energy
and Water Development
Committee on Appropriations
U.S. Senate
Washington, DC 20510

Subject: Section 311 Notification of Pending Contract Action

Dear Chairmen Rogers, Mikulski, Frelinghuysen and Feinstein:

No earlier than three full business days from the date of this notification, the Department of Energy intends to award an action described in Section 311 of P.L. 112-74 in excess of \$1,000,000.

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.

The action, in support of the Department of Energy, *(insert the name of the DOE Office that this action supports)*, is as follows: *(State the following in bullet format*

- Funding is being provided for *(contract or order)* number *(fill-in)*, entitled “*provide title*”. The dollar value of this award is *(\$ dollar amount to the nearest dollar state to include options if it applies)* from fiscal year 20*(XX enter fiscal year)* appropriations. These funds are from *(program name and subprogram names)*. *(If the award uses multiple FY funds or multiple program(s) and/or subprogram names, then the notice will need to list this information and dollar amount per program and subprogram names.)*
- The contractor is *(name of the contractor)*, located in *(name city and state)*.

**SOURCE SELECTION INFORMATION –
SEE FEDERAL ACQUISITION REGULATION (FAR) 2.101 AND 3.104**

- *Provide a short description of the contract or order if the title is insufficient alone to provide the reader with a clear understanding of what is being procured. (Ex. The contractor will provide (insert description).)*

Staff from the Office of Budget, Office of the Chief Financial Officer will follow up with additional details as appropriate. If you have any questions, please contact the Office of External Coordination at 202-586-4180.

Sincerely,

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

cc:

The Honorable Nita M. Lowey
Ranking Member
Committee on Appropriations
U.S. House of Representatives

The Honorable Thad Cochran
Ranking Member
Committee on Appropriations
U.S. Senate

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

The Honorable Lamar Alexander
Ranking Member
Subcommittee on Energy and Water Development
U.S. Senate