UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

JAN 1 1 2011

PROCUREMENT MEMORANDUM 2011-07

ACTION

MEMORANDUM FOR: **BUREAU PROCUREMENT OFFICIALS**
HEADS OF CONTRACTING OFFICES

FROM: Helen Hurcombe
Senior Procurement Executive
and Director for Acquisition Management

SUBJECT: Management of On-Site Contractors Under Federal Dismissal or Closure Procedures

Background
Contracts involving on-site contractor performance and/or contractor access to Federal facilities or systems routinely include performance hours, a list of Federal holidays, and requirements under Homeland Security Presidential Directive 12 (HSPD-12). Contracting officers are reminded that they must also include contingency direction in the event of Federal dismissal or closure. The Office of Personnel Management recently revised their guidance for these procedures and contracting officers should consider these requirements as well as operating-unit specific conditions in developing the contract-specific direction.

Purpose
The purpose of this memorandum is to prescribe the need to include the application of Federal dismissal or closure procedures in contracts involving on-site contractors and/or contractors requiring remote access to Federal facilities in accordance with prevailing guidance by the Office of Personnel Management and operating-unit specific conditions.

Applicability
The requirements of this policy are applicable to all acquisitions involving on-site contractor performance and/or access.

Required Actions
In consultation with contracting officer representatives and program officials, contracting officers shall:

1) develop appropriate direction to on-site contractors in the event of Federal dismissal or closure and include that direction in the contract or task order. The direction should be sufficiently general to be germane to a variety of dismissal or closure scenarios. In addition to requirements for on-site contractors, contracts should address contractors' remote access to

Federal facilities in the event of dismissal or closure if such access is required for contract performance.

2) monitor dismissal or closure guidance for Federal employees issued by the Office of Personnel Management and ensure that the direction contained in the contract or task order is current and consistent.

Effective Date
The requirements herein are effective immediately until rescinded.

The point of contact for this matter is Lori Donovan, 202-482-1716 or **ldonovan@doc.gov**.