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

JUN 20 2010

PROCUREMENT MEMORANDUM 2010-10

ACTION

MEMORANDUM FOR: **SENIOR BUREAU PROCURMENT OFFICIALS**
HEADS OF CONTRACTING OFFICES

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

SUBJECT: Protests, Lawsuits and Appeals Notification

Background
In order to respond timely to inquiries received from Departmental Management regarding acquisition-related issues, it is important that the Office of Acquisition Management (OAM) is kept well informed of protests or lawsuits filed against the Department of Commerce (DOC) in relation to contract actions.

Purpose
The purpose of this Procurement Memorandum is to establish policy requiring Contracting Officers to provide notification to OAM of all protests or lawsuits relating to contract actions filed against the Department.

Applicability
This policy applies to all protests, lawsuits and appeals regarding a DOC contractual action.

Required Actions
Contracting Officers shall notify OAM of all protests, lawsuits, or appeals filed relating to a DOC contract action within one business day from receipt of such notification. Contracting Officers shall also provide OAM a copy of responses to such protests/lawsuits within one week after responses are submitted. A copy of all protests or lawsuit filings and responses shall be forwarded to the following office:

U.S. Department of Commerce
Office of Acquisition Management
Attn: Senior Procurement Executive
1401 Constitution Avenue, NW - HCHB Room 6422
Washington, DC 20230

If you have any questions regarding this policy, please contact Sherry Dames-Bowman on sdames@doc.gov or (202) 482-4721.

cc: Acquisition Community
Acquisition Council