



1. PURPOSE

The primary purposes of publicizing contract actions are to improve small business access to acquisition information and to enhance competition by identifying subcontracting opportunities. The purpose of this document is to provide Claimancy-wide policy and procedures for publicizing contract actions through SPAWAR's [E-Commerce Central](#) (ECC) website, which automatically populates the Government-wide Point of Entry (GPE), Federal Business Opportunities ([FedBizOps](#)).

Synopses publicize contract opportunities and award information for Government contracts. Sharing this information increases competition, broadens industry participation in meeting Government requirements, and assists small business concerns in obtaining contracts and subcontracts.

Related guidance is available under CMPG [2.1.1 Develop Synopsis](#) and [4.2.3 Release Award](#).

2. POLICY

The SPAWAR Claimancy complies with the GPE publication requirement by publicizing synopses of applicable contract actions via the [ECC](#) web site, which automatically forwards data to the GPE. There are three broad categories of synopses: Presolicitation notices; Special situations; and Synopses of contract awards.

2.1 Pre-Award Synopses/Pre-Solicitation Notices

Pursuant to [FAR 5.101\(a\)\(1\)](#) agencies must make notices of proposed contract actions expected to exceed \$25,000 by synopsisizing in the GPE, except as noted in [FAR 5.202](#). In addition, written solicitations for contract actions and simplified acquisition actions between \$15,000 and \$25,000 must be displayed in a public place. See [FAR 5.101\(a\)\(2\) and \(b\)](#) and [DFARS 205.502](#) for additional information. *Note that a Justification & Approval (J&As) will normally be prepared after synopsis to ensure that the sole source justification may be supported before entering negotiations see [Justification & Approval \(J&As\) SCPPM](#) for further information.*



2.1.1 PROPOSED CONTRACT ACTIONS

Proposed contract actions must be synopsisized in the GPE before issuing any resulting solicitation *or according to SeaPort-e portal requirements (Advance Notice – see [SeaPort-e Task Orders SCPPM](#))*. Proposed contractual actions include:



- Contract actions over \$25,000;
- Modification to an existing contract for additional supplies or services (i.e., new procurement mod) over \$25,000; and
- Contract actions in any amount for which a synopsis would be advantageous to the Government ([FAR 5.201\(b\)](#)).

2.1.2 BROAD AGENCY ANNOUNCEMENTS (BAAs)

BAAs are announced through the GPE (see [FAR 35.016 \(c\)](#)). However, synopses of proposed contract actions based upon proposals received under BAAs is not required ([FAR 35.016\(f\)](#)). See [Broad Agency Announcements SCPPM](#).

2.2 Special Situations

Defined in [FAR 5.205](#), Special Situations generally fall under the Sources Sought procurement type, with the exception of Special Notices.

- R&D advance notices;
- Federally Funded Research and Development Centers (FFRDCs);
- Special notices;
- Architect-engineering services;
- Efforts to locate commercial sources under [OMB Circular A-76](#); and



- Section 8(a) competitive acquisitions.

2.3 Synopsis of Contract Award



A synopsis is required for SPAWAR contract awards greater than \$25,000 subject to the World Trade Organization Government Procurement Agreement or a Free Trade Agreement (see [FAR Subpart 25.4](#)) which will likely result in the award of any subcontract; a copy of the transmittal shall be placed in the contract file pursuant to [FAR 5.301\(a\)](#), except as noted in [FAR 5.301\(b\)](#), [FAR 5.301\(a\)\(1\)](#) and [FAR 5.301\(a\)\(2\)](#).

2.3.1 AWARD ACTIONS EXCEEDING \$7M



*CHINFO notification and award synopsis are required; both shall be documented in the contract file (see [FAR 5.303](#); [DFARS 205.303\(i\)](#); and  [Contract Award Announcements \(CHINFO\)](#) SCPPM). **Please note:** Notifying CHINFO does not serve as the award synopsis.*

2.3.2 AWARD SYNOPSIS EXCEPTIONS (I.E., WHEN NOT REQUIRED)

- Awards under Blanket Purchase Agreements, Delivery Orders, or Task orders, and Federal Supply Schedule (FSS) orders or if the requirement meets any of the exceptions of [FAR 5.301\(b\) \(1\)-\(8\)](#);
- Contract actions between \$25,000 and \$100,000, posted on E-Commerce Central with electronic receipt of proposals.

2.4 DON Communication with Industry

When communications take place between the Department of Defense and current and potential suppliers, it is important that DON Officials protect sensitive, non-public information ([Navy Clarifying Guidance for Communication with Industry](#)).

- a. DON Officials are instructed to first determine that the proposed communication with industry is necessary or beneficial to the conduct of official DON business.
- b. If it is, the DON Official must determine the most appropriate manner of conducting the communication to ensure openness and fair and equal treatment. Such communications may be in the form of an industry day, where the DON opens a communication line directly with industry— with the Government's objectives and best interest in mind.
- c. DON officials are advised to request assistance from their counsel when conducting communications with industry.

3. RESPONSIBILITIES

3.1 The PCO and the Contract Specialist

Prepare and issue synopses, promptly respond to requests for additional information and properly file synopses in the official contract file.

3.2 PMW/Technical Code

Although not responsible for issuing synopses, the technical code assists in defining acquisition requirements and related information in the synopsis.

4. PROCEDURE

Publicizing and response times are calculated based on the date the notice appears on the GPE. Timeframes for synopsisizing proposed contractual actions are described in [FAR 5.203](#) and summarized below.

1. Draft Presolicitation Notice; ensure appropriate review/approval before posting to [ECC](#).



- a. The Security Office shall review a draft presolicitation notice ONLY if contractor access to classified information is necessary and a [DD 254](#) has not been executed. This includes special situation synopses where contractor access to classified information will be required.
- b. The Small Business Office shall review a draft presolicitation notice ONLY if a [DD 2579](#) (Small Business Coordination Record) has not been executed, or the synopsis does not reflect the small business representative's recommendation.
- 2. Publish a notification of contract action at least *15 days before issuance of a solicitation*. For acquisitions of commercial items, the contracting officer may establish a shorter period for issuance of the solicitation or use the combined synopsis and solicitation procedure in [FAR 12.603](#).
- 3. Allow *at least 30 days response time* for receipt of bids or proposals:
 - a. From the date of issuance of a solicitation expected to exceed SAT (exception: commercial item acquisitions). Allow *at least 45 days response time* for Research and Development (R&D) actions expected to exceed SAT.
 - b. From proper notice of intent to contract for architect-engineering services or before issuance of an order under a basic ordering agreement or similar agreement.

5. APPROVALS

5.1 SSC LANT

The PCO shall review and approve all synopses. The PCO's forwarding of the synopsis to the GPE constitutes approval.

5.2 SSC PAC

After PCO approval, the contract specialist shall post the synopsis to the GPE.

6. TOOLBOX

- 1. [e-Commerce Central \(ECC\)](#) – SPAWAR website
- 2. [FedBizOps](#) – GPE automatically populated by e-Commerce Central
- 3. [OMB Circular A-76](#)
- 4. [Navy Clarifying Guidance for Communication with Industry](#) – May 2011
- 5.  [SCPPM Contract Award Announcements \(CHINFO\)](#)
- 6.  [Small Business Coordination Record \(DD Form 2579\)](#)
- 7.  [Justification & Approval \(J&As\)](#)
- 8. [Better Buying Power 3.0](#)



7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

Date	Description of Changes
June 2016	Revised to new SCPPM format. Thresholds and content updated, and reorganized. SCPPM references updated.
July 2014	Last version created in old format; CHINFO notice was last update.