



VA ACQUISITION MANUAL UPDATE

October 8, 2020

Number VAAM 2021-04

1. **Material Transmitted:** The attached pages revise the Department of Veterans Affairs Acquisition Manual (VAAM) part M805 to update guidance regarding the submission of Congressional notifications.

2. **Summary of Changes:** This update provides changes to VAAM part M805 as follows:

VAAM Part	Title	Change Summary
M805.7001	Policy	Removed and replaced.
M805.7001	Congressional notification procedures for contract actions.	Added
M805.7002	Reporting requirements.	Removed

3. **Filing Instructions:**

Remove pages:	Insert Pages:
M805-1 thru M805-4	M805-1 thru M805-4

Effective date: Immediately.

SUBCHAPTER B—ACQUISITION PLANNING

PART M805—PUBLICIZING CONTRACT ACTIONS

Subpart M805.1—Dissemination of Information

Sec.
M805.101 Methods of disseminating information.

Subpart M805.5—Paid Advertisements

M05.502 Authority.

Subpart M805.70—Congressional Notification

M805.7001 Congressional notification procedures for contract actions.

Attachment

[M805-A](#), Contractor Award Notification

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PART M805—PUBLICIZING CONTRACT ACTIONS

Subpart M805.1—Dissemination of Information

M805.101 Methods of disseminating information.

(b)(4) (iii). Advertisements published in newspapers must be under proper written authority in accordance with [M805.502](#).

Subpart M805.5—Paid Advertisements

M805.502 Authority.

Newspapers. The authority to approve the publication of paid advertisements in newspapers is vested in the head of the contracting activity (HCA).

Subpart M805.70—Congressional Notification

M805.7001 Congressional notification procedures for contract actions.

(a) Contracting officers shall provide notification information (including options and modifications) to the VA Office of Congressional and Legislative Affairs (OCLA) in sufficient time for the agency to announce it by 5:00 p.m. Eastern Time (ET) on the day of award. Agencies shall not release information on awards before the public release time of 5 p.m. ET.

(b) Email Congressional notifications to the OCLA mailbox located at ocla-contracting@va.gov. The subject line should read “Congressional Notification – (Title of the project or item purchased): e.g., “Congressional Notification – Sterilizer maintenance.”

(c) Use Attachment [M805-A](#), Contract Award Notification, to submit the required notification to OCLA. Make sure the contract award date is included in block C.

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