AMS CHANGE REQUEST COVER SHEET

Change Request Number: 09-70

Date Received: 6/10/09

Title: Communications with Industry Guidelines

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Policy OR Guidance: The change adds a new link to the Procurement Toolbox under Policy & Guidance. The link is to a document that summarizes the AMS Procurement Policy and Guidance related to communicating FAA requirements with industry.

Affected Section/Text Location: The change adds a new link to the Procurement Toolbox under Policy & Guidance. The new link will be placed below the link titled "AMS Thresholds".

Summary of Change: The new document summarizes AMS' emphasis on communicating effectively with industry. Citations to specific AMS sections are provided as well as a statement of the importance of communicating with industry.

Reason for Change: The document is added to provide an easily accessible summary of the key AMS guidelines related to communicating with industry. The document will help Contracting Officers and other FAA staff involved in acquisitions locate the relevant sections of AMS that encourage communications with industry.

Development, Review, and Concurrence: The document was provided to the following organizations for review and concurrence, Contracting Oversight, Procurement and Information Services (Purchase Card manager), Office of General Counsel (AGC) and the Director of Contracting and Acquisition Policy.

Target Audience: The target audience is all Contracting Officers, purchase card holders, and anyone involved in developing procurement budget estimates or technical requirements.

Potential Links in FAST for the Change: The change adds a new link to the Procurement Toolbox under Policy & Guidance. The new link will be placed below the link titled "AMS Thresholds".

Attachments: The document is attached.

Briefing Planned: No
ASAG Responsibilities: No