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MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO:       Distribution List FAC

FROM:     DAA/MS, John F. Owens, Procurement Executive

SUBJECT:  Placement of Paid Ads in Newspapers

CONTRACT INFORMATION BULLETIN 91-3

FAR 5.502(a) requires Contracting Officers to obtain written authorization in accordance with "policy procedures" before advertising in newspapers.

This CIB establishes procedures for approval to place paid ads in newspapers.

The head of the agency has delegated the authority to approve publication of paid ads in newspapers to the Procurement Executive [AIDAR 702.170-13(c)(4)].

By means of this CIB, I am authorizing all AID Contracting Officers to approve placement of paid ads in newspapers. In using this authority, Contracting Officers shall comply with the requirements of FAR 5.101(b)(4). This CIB constitutes the written authorization required in FAR 5.101(b)(4)(iii) and FAR 5.502(a) for the Contracting Officer to approve placement of paid ads in newspapers.

The contract file will be documented to reflect consideration of the requirements of FAR 5.101 (b)(4) whenever paid newspaper ads are used in the procurement.
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