

Department of Transportation
Office of the Secretary
Washington, D.C.

ORDER

OST 4200.1A

6/5/68

SUBJECT: UNSOLICITED CONTRACT PROPOSALS

1. PURPOSE. This order designates the central receiving office in OST for unsolicited contract proposals and outlines certain procedures regarding such proposals.
2. CANCELLATION. OST 4200.1, dated 4/17/68, Unsolicited Contract Proposals.
3. POLICY. DOT 4200.4, Unsolicited Contract Proposals, states Department of Transportation policy on unsolicited contract proposals and prescribes procedures for their processing.
4. CENTRAL RECEIVING OFFICE. The Office of Administrative Operations shall serve as the central receiving office in OST for unsolicited contract proposals.
5. PROCESSING.
 - a. Contractors should be urged to submit their proposals directly to the Office of Administrative Operations, Attention: Procurement Division. Any unsolicited contract proposals submitted elsewhere in OST should be transmitted by memorandum, unread and including all copies, to the Office of Administrative Operations, Attention: Procurement Division. The date of receipt of the proposal should be noted in the transmittal memorandum.
 - b. If the proposal is accepted for evaluation, the Office of Administrative Operations shall request the program office having primary interest in the proposal to evaluate it.
 - c. The Office of Administrative Operations will be responsible for all contacts with the submitter.

FOR THE SECRETARY OF TRANSPORTATION:



Alan L. Dean
Assistant Secretary
for Administration

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OPI: Office of
Administrative
Operations