

# **Procurement Advisory No. 102**

## **USDA Vendor Communication Plan**

### **1. SUMMARY**

In order to effectively and efficiently achieve successful program outcomes, the Department of Agriculture (USDA) encourages increased communication between agency officials and the vendor community. While the acquisition workforce is not required to meet with every vendor at every step of the acquisition process, information gathered from industry sources serves as an invaluable tool in the acquisition process. The purpose of the Vendor Communication Plan is to provide better direction to the workforce and to clarify the nature and portfolio of engagement opportunities for industry. This plan discusses how USDA will reduce unnecessary barriers, publicize communication opportunities, and prioritize engagement opportunities.

### **2. REFERENCES**

Office of Management and Budget (OMB) Memo “‘Myth-Busting’: Addressing Misconceptions to Improve Communication with Industry during the Acquisition Process” dated February 2, 2011, accessible at <http://www.whitehouse.gov/sites/default/files/omb/procurement/memo/Myth-Busting.pdf>. USDA Vendor Communication Plan dated February 2012, accessible at [http://www.dm.usda.gov/procurement/vendor\\_communication/index.html](http://www.dm.usda.gov/procurement/vendor_communication/index.html).

### **3. ACTIONS**

All USDA contracting officers and other members of the acquisition workforce are required to read and implement the procedures outlined in the USDA Vendor Communication Plan and to initiate practices that will ensure early, frequent, and constructive communication during key phases of the acquisition process. All workforce members are encouraged to share the Vendor Communication Plan with existing vendors and those that are interested in doing business with USDA.

### **4. CONTACTS**

If you have questions or comments regarding this advisory please contact the OPPM Procurement Policy Division at [procurement.policy@dm.usda.gov](mailto:procurement.policy@dm.usda.gov).

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**EXPIRATION DATE:** Effective upon issue date until canceled.

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