ATTACHMENT J50

Process for Requesting Technical Data Packages (TDPs)

In order to receive an electronic copy of a site's Technical Data Package, please submit a written request to the Procurring Contracing Officer (PCO) as outlined by the following steps:

1. Submit a written request to the PCO providing the name of the firm, state and date of formation and incorporation, and a list of all employees given access to the TDP. Employee information will consist of name, place of residence, date and place of birth, citizen ship, job title, and role in the solicitation process. The same information will be required for all sub-contractors, consultants, and any other individuals that will have access to the TDP.

2. Provide an original, signed Confidentiality Agreement (see below) from each individual.

3. Point of contact with phone number and e-mail address of the requesting organization, principal place of business and address, and local business office address (if applicable).

4. The PCO shall review all requests for data to ensure completeness of required information.

5. If the PCO has any reason to question the validity of the information provided in a request or the organization represented, the PCO will make further inquiry as appropriate. This may include requesting additional information of the requestor and consultation with the Regional Security Officer.

6. If the data request is approved, the PCO will forward the data package on a CD-ROM enclosed in secure packaging to the requestor by certified or registered mail with return receipt required. The PCO will notify each offeror that the data package CD-ROM must be returned to the Government at the conclusion of the solicitation process or notice of elmination from competitive range. CD-ROMs should not contain an aggregation of data that will pose any security risk.

7. Upon conclusion of the solicitation process or notice of elmination from competitive range, the PCO shall request the return of the CD-ROM. The PCO shall be responsible for return of all data from unsuccessful offeror's within ten business days.

8. PCO may request return of the data at any time by written direction.

PCO

Defense Energy Support Center - DESC
Attn: Michael White
8725 John J. Kingman Road, Suite 4950
Fort Belvoir, VA 22060-6222

Phone: (703) 767-9653
E-mail: mwhite@desc.dla.mil
Fax: (703) 767-8757

Make sure that all information is correct, otherwise you will not receive the TDP CD-ROM. Please allow several business days for verification. You will be contacted through e-mail once you have been verified.

CONFIDENTIALITY REQUEST

SP0600-02-R-0102
UTILITY PRIVATIZATION INITIATIVE

I understand that the Government requires we safeguard the information contained on the Utilities Privatization Technical Data Package CDs and that we not display the information on our company intranet. Additionally, we shall make copies available only to individuals that are directly involved in the Privatization initiative.

I agree not to disclose such information to any individual or organization without an official need to know.

Signature	Date
Printed Name and Title	Organization