



ACQUISITION ALERT 2025-02
Amendment 1

TO: Heads of the Contracting Activities (HCA)

FROM: H. Katrina Brisbon *H Katrina Brisbon*
H Katrina Brisbon (Jan 24, 2025 10:01 EST)
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Office of Assistant Secretary for Financial Resources (ASFR)
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SUBJECT: Acquisition Guidance on Acting Secretary Memo entitled, “Immediate Pause on Issuing Documents and Public Communications – ACTION” (January 21, 2025)

- 1. EFFECTIVE DATE:** Immediately upon signature
- 2. EXPIRATION DATE:** This Acquisition Alert remains in effect until superseded or rescinded.
- 3. PURPOSE:** This Acquisition Alert provides acquisition-specific guidance resulting from Acting Secretary, Dorothy A. Fink’s memo on January 21, 2025, entitled, “Department of Health and Human Services Immediate Pause on Issuing Documents and Public Communications – ACTION”.

Amendment 1 to Acquisition Alert 2025-02 adds additional language to clarify that the breadth and scope of actions covered by this policy also includes all Government Purchase Card (GPC) transactions and Other Transaction Authority (OTA) actions.

In accordance with this Acquisition Alert, all acquisition workforce members must refrain from publicly issuing any document or participating in any communication until it has been reviewed and approved by a Presidential appointee. For the purposes of this Acquisition Alert, the term “public” – as used herein – refers to any notice or communication outside of the Government with prospective vendors, which include but is not limited to the following:

- Any and all SAM.gov or other public notices (e.g., sources sought notices, requests for information (RFI), special notices, synopses, sole source justification notices, award notices, etc.)
- Procurement Forecast Updates or New Entries
- Justifications required to be posted publicly (e.g., Justifications for Exception to Fair Opportunity (JOFOC), Limited Source Justifications (LSJ), Justifications for Exception to Fair Opportunity, etc.)
- Determinations required to be posted publicly (e.g., Consolidation Determinations)
- All Solicitations (including amendments and those issued directly to Indefinite Delivery Indefinite Quantity (IDIQ) contract holders and those issued against U.S. General Services Administration (GSA) Federal Supply Schedule and Government-wide contracts)
- GPC transactions
- Contract actions (including solicitations, awards, and modifications)
- OTA actions (including solicitations, awards, and modifications)
- Debriefings or Brief Explanations on the Basis for Award Decisions

Nothing included in this Acquisition Alert should be construed as providing authority to violate Federal Acquisition Regulation (FAR), the HHS Acquisition Regulation (HHSAR) or other statutory requirements including timelines for certain notifications or communications. It is the responsibility of the OpDiv/StaffDiv HCAs to prioritize those items that require a contract action, notification, or communication to comply with existing regulations or statutes and coordinate with their cognizant Presidential appointee(s) for review and approval.

4. APPLICABILITY: The policies and guidance set forth in this Acquisition Alert are applicable to all HHS Operating Divisions and Staff Divisions (OpDivs/StaffDivs).

5. ROLES AND RESPONSIBILITIES: HCAs are responsible for ensuring the widest distribution and compliance with this Alert throughout their OpDiv/StaffDiv. Additionally, HCAs must review and update any applicable internal procedures and guidance to reflect the policies and guidance contained herein.

6. CONTACT: Acquisition workforce members with questions regarding this Acquisition Alert should contact their cognizant OpDiv/StaffDiv Acquisition Office, Acquisition Policy Council (APC) Representative(s), as appropriate. The current list of APC Representatives may be found on the [Acquisition Councils and Workgroups Page](#) on the [HHS Acquisition Portal \(HHSAP\)](#). All other questions regarding this Acquisition Alert may be directed to Acquisition_Policy@hhs.gov.

ATTACHMENT: Acting HHS Secretary Memo – Immediate Pause on Issuing Documents and Public Communications – ACTION – 1/21/2025