



FOIA/PA REQUEST
Case No: 2600-0072
Date Rec'd: 12-7-99
Action Off: Brown
Related Case:

COLUMBIA SERVICES GROUP, INC.
Corporate Headquarters

2751 Prosperity Avenue, Suite 600
Fairfax, Virginia 22031
(703) 207-1000
Fax: (703) 208-1650

Subject: Request For Information And Directions Concerning Your Agency
Procedures For Unsolicited Proposals

Reference: Far 15.604 and FAR 15.606

Dear Sir or Madame:

As provided by the above mentioned references, you are requested to provide the undersigned with the following information:

1. Agency points of contact for the submission of unsolicited proposals.
2. Agency procedures for the processing of unsolicited proposals.
3. Agency requirements for proper evaluation of unsolicited proposals, format, number of copies, etc.

You are also requested to provide your e-mail address and a copy of your annual procurements.

Please send this information to:

Robert M. Baggan, Contracts Manager
Columbia Services Group, Inc.
2751 Prosperity Avenue, Suite 600
Fairfax, VA 22031

Phone: (703) 207-1000 ext. 1605
FAX: (703) 208-1650
E-mail: rbaggan@columbiaservices.com

Thank you for your prompt attention to this matter.

Sincerely,

COLUMBIA SERVICES GROUP, INC.


Robert M. Baggan
Contracts Manager
RMB:ww

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