



U.S. Department of Justice

Office of Justice Programs

Office of the Comptroller

Washington, D.C. 20531

Dear Colleague:

The Office of Justice Programs' Office of the Comptroller (OC) has revised the June 1995 edition of the Procurement Procedures for Recipients of DOJ Grants and Cooperative Agreements. The new edition, dated June 2003, incorporates specific language and footnotes for clarification, as well as tips and examples which should be useful to the recipients, including:

- ▶ Chapter 9, "*Sole Source Contracting*," contains a Sample Justification for a sole source procurement.
- ▶ Chapter 17, "*Other Considerations*," encourages utilizing other resources in lieu of purchasing new equipment such as donated property, Federal excess and surplus property, etc.

The manual is available on OJP's web-site @ <http://www.ojp.usdoj.gov/oc>. If you have any questions or comments concerning this manual, please contact OC's Customer Service Center at 1-800-458-0186 or via e-mail @ askoc@ojp.usdoj.gov.

Sincerely,

Cynthia J. Schwimer
Comptroller