



UNITED STATES DEPARTMENT OF COMMERCE  
Office of the Chief Financial Officer and  
Assistant Secretary for Administration  
Washington, D.C. 20230

## PROCUREMENT MEMORANDUM 2021-05 (REVISED)

### ACTION

**MEMORANDUM FOR:** Senior Bureau Procurement Officials  
DOC Acquisition Workforce

**FROM:** Olivia J. Bradley  
Acting Senior Procurement Executive  
and Director for Acquisition Management

**SUBJECT:** Senior Procurement Executive Message on New Procedures for  
Contractors Working On-site at DOC Facilities in Response to the  
Ongoing COVID-19 Pandemic

This memorandum provides additional operating procedures based on information from the Centers for Disease Control and Prevention (CDC) and the [guidance](#) issued by the Administration's Safer Workforce Task Force.

Contracting Officer's Representatives (COR) should continue to review their contracts to identify and validate those contracts requiring on-site contractor performance at DOC operations or facilities. CORs should provide the Certification of Vaccination form to all contractors whose contracts require on-site contractor performance at DOC operations or facilities. If you need further assistance, contact the cognizant contracting officer.

When the [COVID-19 Community Level](#) is MEDIUM or HIGH in a county where a federal facility is located, on-site contractors who are not [fully vaccinated](#) or who decline to provide their vaccination status to their employer shall be required to obtain a negative COVID- 19 test from within the previous three (3) calendar days in order to enter DOC operations and facilities. (For example, a negative test on 8/19/21 would enable entry on 8/20/21, 8/21/21, and 8/22/21.) Each contractor will then need to attest to their COR, in writing, that all on-site contractor employees are following the guidance, meaning either they have been fully vaccinated, or they have had a negative COVID-19 test from within the previous three (3) calendar days. Further, contractors shall require their employees to keep the completed Certification of Vaccination form found in Attachment A and proof of a negative COVID-19 test result, if applicable, with them while on the federal premises and produce it upon request to verify their status. Contractors may use any COVID-19 viral test, such as a PCR or antigen test, that has been [authorized by the Food and Drug Administration](#) to detect current infection and includes a written report that documents the test result and can be provided to the individual contractor employee who was tested. In general, DOC will rely on the written attestation of the contractor.

Testing requirements only affect on-site contractor personnel who are unvaccinated or who decline to provide their vaccination status. As CORs, you generally do not need to, and should not, ask for, collect, or store information on the vaccination status of any individual contractor personnel. However, individual contractor personnel may be asked to show the form and proof

of a negative COVID-19 test result from within the prior three (3) days, if applicable, upon entry to a Federal building or Federally-controlled indoor worksite and to you, as CORs, to verify the status of the individual contractor employee.

On-site contractor personnel, like federal employees, are also required to follow all signage posted in DOC facilities or operational locations regarding masking and comply with all instructions by Federal Protective Service officers and facility managers. This may include symptom screening as well. Failure to do so will result in their removal from the facility.

Following these procedures will help to ensure DOC mission readiness, protect all the on-site workforce, and bolster public health and safety.

We recognize the acquisition workforce plays a vital role in achieving the Department's mission, and I thank you for your important role in managing DOC contracts.

Thank you for all you do. Stay safe.

Attachment A – Certification of Vaccination form