

System name:

Equipment, Supply, and Service Contracts

System location:

(1) Commissioner's Office, Reclamation Service Center, and Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, and Great Plains. See appendix for addresses.

Categories of individuals covered by the system:

Individuals who have entered into contracts with the agency for equipment, supplies, and services. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

Categories of records in the system:

Contracts for the procurement of equipment, supplies, materials, and services; including reports of compliance or noncompliance to labor and other laws governing contract administration.

Authority for maintenance of the system:

Reclamation Act of June 17, 1902, as amended, 43 U.S.C. 371, et seq., 40 U.S.C. 486(c), 31 U.S.C. 66a, 31 U.S.C. 7701(c); and 31 U.S.C. 3325(d).

Purpose:

The primary uses of the records are for administration of the contract. The information is also used by the contractor to report income tax. The Government uses these records to collect and report on business travel expenses, self-employment tax, depreciation, and any delinquent amounts arising out of the contractor's relationship with the Government. The records are also used to report certain contract information to the Federal Procurement Data System (FPDS) and payment information to the Internal Revenue Service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Another Federal agency to enable that agency to respond to an inquiry by the individual to whom the record pertains; (2) to the Internal Revenue Service to report payments; (3) to the Department of Justice, or to a court, adjudicative or other administrative body, or to a party in litigation before a court or adjudicative or administrative body, when: (a) One of the

following is a party to the proceeding or has an interest in the proceeding: (i) The Department or any component of the Department; (ii) Any Departmental employee acting in his or her official capacity; (iii) Any Departmental employee acting in his or her individual capacity where the Department or the Department of Justice has agreed to represent the employee; or (iv) The United States, when the Department determines that the Department is likely to be affected by the proceeding; and (b) The Department deems the disclosure to be: (i) Relevant and necessary to the proceedings; and (ii) Compatible with the purpose for which we compiled the information. (4) to the appropriate Federal, State, tribal, local or foreign governmental agency that is responsible for investigating, prosecuting, enforcing or implementing a statute, rule, regulation, order or license, when we become aware of an indication of a violation or potential violation of the statute, rule regulation, order or license, (5) to a congressional office in response to an inquiry to that office by the individual to whom the records pertains, (6) to a collection agency for the purpose of debt collection.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in manual form in file folders and on the Federal Financial System automated acquisition and reporting systems.

Retrievability:

Indexed by name of individual or by purchase order number.

Safeguards:

Maintained with safeguards meeting the requirements of 43 CFR 2.51.

Retention and disposal:

In accordance with approved retention and disposal schedules, as included in the Federal Acquisition Regulation (FAR 9.805).

System manager(s) and address:

Acquisition and Assistance Management Services, Bureau of Reclamation, Denver Federal Center, PO Box 25007, Denver, Colorado 80225-0007.

Notification procedure:

Inquiries regarding the existence of records should be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.60.

Record access procedures:

A request for access may be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.63.

Contesting record procedures:

A petition for amendment should be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.71.

Record source categories:

Individuals on whom the records are maintained.