



— BUREAU OF —  
RECLAMATION

## Technical Meeting Guidelines

Technical Meetings Prior to Approval. Meetings with potential contractors held prior to the approval of the formal negotiating position for purposes of gathering and exchanging factual information are generally termed “technical meetings.” Technical meetings will be clearly identified as such and conducted in a manner that will not prejudice the pending approval of the BON or the contract negotiations. That is, no commitments will be made until authority has been delegated to the regional director through an approval memorandum. PEC 06-01

Technical meetings are permitted in order to discuss factual information. They must be conducted in a manner that will not compromise public negotiations and also be clearly identified in official records as technical meetings. Reclamation staff cannot engage in negotiations at technical meetings nor offer commitments until delegated the appropriate contracting authority. PEC 06