



UNITED STATES DEPARTMENT OF COMMERCE
Office of the General Counsel
OFFICE OF THE ASSISTANT GENERAL COUNSEL
FOR FINANCE AND LITIGATION
Contract Law Division

August 29, 2013

MEMORANDUM FOR: Senior Procurement Executive
Bureau Procurement Officials
Heads of Contracting Offices

FROM: Lauren Didiuk
Chief, Contract Law Division 

SUBJECT: Timeframe for Contract Law Division Legal Review

This memorandum provides guidance regarding the Contract Law Division's timeline for providing responses to requests for legal review. CLD will normally provide legal review within ten business days of receipt of the request.¹ You may wish to allot more than ten business days in your acquisition schedule to permit contracting staff to address any issues raised during legal review.

Most clients already provide sufficient time for legal review as well as for addressing any legal concerns identified by the review. However, requests desiring an immediate response or a response not allowing for ten days hinder CLD's ability to efficiently manage its workload. CLD recognizes that some contract actions may arise from truly urgent circumstances and we will continue to work with you to address such situations.

We also recognize that in some instances, CLD reviews have taken longer than ten business days. Therefore, as a matter of course, CLD will acknowledge receipt of the request for legal review and advise the client in a timely manner when the legal review will be accomplished and whether the CLD reviewing attorney will require additional time to complete the review.

Preserving valuable open dialogue with our clients is important to us. We emphasize that the time allocation described herein applies generally to formal contract actions and not to the requests for informal legal advice we frequently entertain. We continue to strongly encourage informal conversations, emails, and phone calls.

Should you have any questions or concerns regarding this guidance, please do not hesitate to contact me.

¹When documents are submitted to CLD that are not ready for legal review, CLD will respond to the client that the documents need additional input from either the program or contract office before being resubmitted. The ten business days will commence from the date of resubmission.