

Dear Colleagues,

This is a reminder that employees can access copies of ORO's conformed contracts on the ORO-Intranet. The conformed contracts, located on the Procurement & Contracts page, contain the most recent updates and modifications to help with any needed references. The following steps will direct you to the major contract's page:

1. Open your homepage, the ORO Intranet
2. Click "**Organizations**" on the left side of your screen
3. Select "**Administration**"
4. Select "**Procurement & Contracts Division**"
5. Click "**Major Contracts**" on the left side of your screen

If you have any difficulties locating a contract, concerns or issues, please contact Portia Brewer at brewerpr@oro.doe.gov or Talia DiLuzio diluziot@oro.doe.gov .

Respectfully,

Procurement & Contracts Division