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7 April 2020

U.S. Army Corps of Engineers  
Baltimore District  
Contracting Division, Attn: Laura A. Wade  
2 Hopkins Plaza,  
Baltimore, MD 21201  
E-mail: [laura.a.wade@usace.army.mil](mailto:laura.a.wade@usace.army.mil)

**Subject: US Army Corps of Engineers, Baltimore District, MAMMS Request for Proposal.  
Solicitation W912DR19R0051**

Dear Small Business Advocates:

Thank you in advance for review of this letter. I am writing to you on behalf of the members of the Small Environmental Business Action Coalition, Inc. (SEBAC), [www.sebac.org](http://www.sebac.org). SEBAC serves as a voice for the small business community providing environmental engineering, remediation and related support to the U.S. Department of Defense (DOD) and other Federal agencies throughout the country. A key part of our mission is to support and protect small businesses by monitoring the federal government's goals, policies, and regulations regarding small business participation.

The purpose of this letter is to briefly introduce SEBAC and request that USACE Baltimore consider revising the proposal submittal requirements for the subject solicitation. As you are aware, the Coronavirus (COVID-19) has placed significant restrictions on our industry including mandatory work at home, social distancing and other requirements that make preparing paper copies of proposals extremely difficult. SEBAC recommends that following the lead of the Omaha District where the current Omaha PRAC solicitation is being submitted this month, that electronic versions of the submission be acceptable. This practice has also been replicated by the USACE St. Louis District as seen in the recent amendment issued to that solicitation:

ANSWER: Due to COVID-19 we will be changing the process of submitting proposals. We will NOT be accepting hand carried proposals. DoD Safe will be the acceptance method for proposal submission. The following are the steps to submitting proposals:

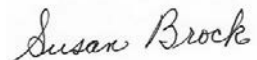
1. Send [Jessica.L.Hicks@usace.army.mil](mailto:Jessica.L.Hicks@usace.army.mil) an email stating the email address you would like the DoD Safe link emailed to.
2. Once email is submitted, you will receive a DoD Safe web-link to upload your proposal documents.
3. After submission send [Jessica.L.Hicks@usace.army.mil](mailto:Jessica.L.Hicks@usace.army.mil) an email to confirm submission and she will be able to concur that submission was received.

Be mindful that proposals are due on April 24, 2020 at 2:00pm (CST), please give yourself enough time to submit your proposals timely.

SEBAC believes, given the extraordinary circumstances surrounding this pandemic, that the request to amend the proposal submittal process is both prudent and safer for all involved.

We look forward to engaging you in a dialogue.

Respectfully,

A handwritten signature in cursive script that reads "Susan Brock".

Susan Brock  
SEBAC

Cc: Tamara A. Jones  
Contracting Officer  
AE/Environmental Large Contracts Branch  
U.S. Army Corps of Engineers  
Baltimore District Contracting Division  
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