

**BIOBASED PRODUCTS REPORTING NOTIFICATION RPA EMAIL TEMPLATE**

Background: This component will send an automated reminder to contractors who are required to submit annual BioPreferred reports in SAM. The RPA will pull a list of contracts that require reporting and send the reminder email to the Contractor POC as identified in the contractor's SAM profile.

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From: PBS\_OAM\_RemindersandNotifications@gsa.gov  
To: <Contractor POC Email>  
CC: <Contracting Officer Email>, ecf@gsa.gov  
Email Subject: <Contract Number> Biobased Reporting

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{Body of Email}

<Contract Number>

<Award Title>

<Contractor Name>

<Contractor Address>



Dear <Contractor POC Name>:

In accordance with Federal Acquisition Regulation (FAR) clause [52.223-2 Affirmative Procurement of Biobased Products Under Service and Construction Contracts](#), you must report annually on the BioPreferred products purchased each fiscal year (October 1 – September 30) for applicable contracts. This report must be submitted by October 31 in the [System for Award Management \(SAM\)](#) website. This website contains additional guidance for submitting the report. For more information on BioPreferred products, visit [www.biopreferred.gov](http://www.biopreferred.gov).

If a contract ends prior to the fiscal year, the report must be submitted at contract closeout. If a contract's period of performance spans multiple fiscal years, a separate report must be submitted for each fiscal year.

Should you have any questions, please contact your Contracting Officer, <Contracting Officer Name>, at <Contracting Officer Email>.

\*\*\*\*THIS IS A SYSTEM GENERATED EMAIL\*\*\*\*