

NOTICE OF INTENT TO EXERCISE AN OPTION RPA EMAIL TEMPLATE

Background: This component will send an automated reminder to contractors who are required to submit annual VETS 4212 reports on the DOL site. 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.

From: PBS_OAM_RemindersandNotifications@gsa.gov
To: <Contractor POC Email>
CC: <Contracting Officer Email>, ecf@gsa.gov
Email Subject: <Contract Number> VETS 4212 Reporting

{Body of Email}

<Contract Number>
<Award Title>

<Contractor Name>
<Contractor Address>



Dear <Contractor POC Name>:

This is a reminder to submit the annual Veterans' Employment and Training Service (VETS) 4212 report as required by Federal Acquisition Regulation (FAR) clause [52.222-37 Employment Reports on Veterans](#).

Contractors and subcontractors who enter into or modify a contract or subcontract with the federal government, or one of its contractors, are required to report annually to the Department of Labor between August 1 and September 30 of each year on their efforts to employ veterans.

Please go to the [VETS-4212 Reporting Application](#) or call (866) 237-0275 for additional information.

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

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