

The Drug-Free Workplace Program.

Contractors with a government contract over \$25,000 must comply with the Drug-Free Workplace regulations. This program contains everything you need to bring your organization into compliance with the requirements of Public Law 100-690, The Drug-Free Workplace Act. Published by Holbrook & Kellogg, 1964 Gallows Road, Suite 200, Vienna, VA 22182. Telephone: (703) 506-0600; Fax: (703) 506-1948. Price: \$98. Additional handbooks: \$5 each.

Federal Acquisition Regulation (FAR).

The indispensable reference for U.S. federal contracting, the FAR is the primary regulation for all U.S. federal executive agencies. Fully collated and up-to-date, Holbrook & Kellogg's FAR requires no filing before you can use the book and includes one year of updates. Available from Holbrook & Kellogg, 1964 Gallows Road, Suite 200, Vienna, VA, 22182. Telephone: (703) 506-0600; Fax (703) 506-1948. Price: \$297/year.

Getting Information from the Federal Government.

This book will guide you through the maze of requirements for locating and retrieving information from U.S. federal agencies, including texts of the Freedom of Information Act (FOIA) and the Privacy Act, an examination of the appeals process, and contact names, addresses, and phone numbers of FOIA offices. Published by Holbrook & Kellogg, 1964 Gallows Road, Suite 200, Vienna, VA 22182. Telephone: (703) 506-0600; Fax: (703) 506-1948. Price: \$87.

Source Selection: A Seller's Perspective, 2nd Edition,

by Don Edmunds.

A nationally recognized spokesman with more than 30 years in contracting, Don Edmunds demonstrates step-by-step how to turn a RFP into a winning proposal. Published by Holbrook & Kellogg, 1964 Gallows Road, Suite 200, Vienna, VA 22182. Telephone: (703) 506-0600; Fax: (703) 506-1948. Price: \$69.

A User's Guide to Federal Architect-Engineer Contracts,

by James B. Goodowens.

This text explores the process of selecting architect-engineer firms to perform design services for the government. It explains all facets of an architect-engineer contract from beginning to end. Available from Holbrook & Kellogg, 1964 Gallows Road, Suite 200, Vienna, VA 22182. Telephone (703) 506-0600; Fax (703) 506-1948. Price: \$126.