



U.S. Department
of Transportation

Office of the Secretary
of Transportation (OST)

1200 New Jersey Ave., S.E.
Washington, DC 20590

OST FOIA Contact Information

FOIA Requester Service Center
202-366-4542; ost.foia@dot.gov

Michael C. Bell, FOIA Officer
202-366-5546; michael.bell1@dot.gov

Fern Kaufman, FOIA Public Liaison
202-366-8067; fern.kaufman@dot.gov

March 28, 2024

Ms. Madeleine Stone
MuckRock
DEPT MR 159703
263 Huntington Ave
Boston, MA 02115
159703-18978481@requests.muckrock.com

FOIA File: OST-2024-0272

Dear Ms. Stone:

This is in response to your March 12, 2024, request under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, to the U.S. Department of Transportation (DOT), Office of the Secretary (OST), for a copy of:

"any documents (statements, applications, forms, etc) related to the disclosure of organizational or personal conflicts-of-interest that consulting firm ICF submitted in association with contracts it was awarded between January 1, 2020, and the date the search is conducted."

Your request was received in this office on March 12, 2024. FOIA Tracking Number OST-2024-0272 has been assigned to your request. Please refer to it whenever communicating with DOT about your request.

Clarification Request

A FOIA request must "reasonably describe[] such records" requested. 5 U.S.C. § 552(a)(3)(A)(i). Our DOT FOIA regulations specify, "[t]he requester must describe the records sought to the fullest extent possible." 49 C.F.R. § 7.24(a).

Using the information provided in your FOIA request, we attempted to locate responsive records. Unfortunately, you have not reasonably described the records you are requesting. We respectfully request that you clarify the records you are seeking. Such clarifying information includes contract numbers, and so on.

The processing timeframe for completing your FOIA request stops until clarification issues are resolved. 49 C.F.R. § 7.35(a).

If you have any questions or if I may be of further assistance, please contact me at kristen.ellis@dot.gov.

Thank you,

Sincerely,

Kristen M. Ellis
Government Information Specialist (FOIA)
DOT/OST FOIA Analyst
kristen.ellis@dot.gov