

(Government Agency/Division) Letter Head

Date

NASA SEWP Program Office
NASA Goddard Space Flight Center
Mailstop 720.4
Greenbelt, MD 20771

(Contracting Officer's Name and Title)
(Government Agency/Division)
(Street Address), (Suite or Mailstop)
(City, State and zip code)

SUBJECT: Authorization Letter

Dear (SEWP's Contracting Officer's Name):

In accordance with Federal Acquisition Regulation 51.1, **(Support Contractor/Vendor Name)** is authorized to place orders against the NASA SEWP V contract in the performance of **(Government Agency)** contract #_____. Purchases made under the NASA SEWP V contract shall be placed in accordance to the terms and conditions. The authority hereby is granted is not transferable or assignable. The authorization expires **(Period of Performance)**.

Support Contractor/Vender Information:
(Support Contractor/Vendor Name)
(Street Address) (Suite, Mailstop)
(City, State and Zip code)

Due to the inherently governmental function that **(Support Contractor/Vendor Name)** will be providing through this authorization, the Issuing Agency's Contracting Officer will accomplish the following:

- Review and approve all SEWP RFQ's in writing prior to posting
- Review and approve all resulting Delivery Orders to be issued and awarded through the SEWP Program.
- Ensure compliance with contract clause 52.203-16 – Preventing Personal Conflicts of Interest and compliance with the Vendor's Organizational Conflict of Interest Plan.

I concur that **(Support Contractor/Vendor Name)** is prohibited from responding to any Requests for Quotes (RFQs) posted to either a Group or Groups in which the support contractor is a prime NASA SEWP V contract holder or any affiliated part of the company. I concur that all sole source and brand name requirements will be approved by the Contracting Officer prior to posting on the SEWP website.

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order the SEWP contracts, the contract shall prevail. [\(A.1.2. PROCEDURES FOR ORDERS\)](#).

Please address any questions or concerns regarding this authorization to the undersigned at **(Contact number)** or **(Email)**.

Sincerely,
[Signature above]
[Your Name], [Title]