

(Government Agency/Division) Letter Head

Date

NASA SEWP Program Office
NASA Goddard Space Flight Center
10210 Greenbelt Road, Suite 200
Lanham, MD 20706-6206

Submitted via email:

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

SUBJECT: Authorization Letter

Dear **SEWP Contracting Officer**,

In accordance with SEWP V Section A.1.12. INDIVIDUALS AUTHORIZED TO ISSUE ORDERS, **(Support Contractor/Vendor Name)** is authorized to place orders against the NASA SEWP V contract in the performance of **(Government Agency)** contract(s) #_____. Purchases made under the NASA SEWP V contract shall be placed in accordance with the contract terms and conditions. In the event of any inconsistency between the terms and conditions of this order and the SEWP contracts, the contract shall prevail. (A.1.3. PROCEDURES FOR ORDERS). The authority hereby granted is not to be transferred or reassigned. This authorization expires **(Period of Performance)**.

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

Due to the inherently governmental function and that **(Support Contractor/Vendor Name)** is also a SEWP V prime Contract Holder. The Issuing Agency's Contracting Officer will 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.

Please address any questions or concerns regarding this authorization to the undersigned at **(Phone Number)** and **(E-mail)**.

Sincerely,

(Signature)

(Name)
Contracting Officer