

FOR OFFICIAL USE ONLY

**Client Authorization Letter
(TO BE ACCOMPLISHED BY
OFFEROR)**

Dear (Client):

We are currently responding to the Defense Logistics Agency Aviation (DLA Aviation), Request For Proposal (RFP) SPE4A2-15-R-0002 for the procurement of wholesale supply, storage, and distribution of Chemicals, Packaged Petroleum, Oils and Lubricants (ChemPOLs) supplies and all associated logistical supply chain management.

As you know past performance has become an element of increased emphasis in DLAs acquisitions. They are requesting that clients of companies who submit proposals in response to their RFP for Chem/POLs be contacted, and that their participation in the validation process be requested. *(Then, either include these sentences)* We, therefore, respectfully request and hereby authorize you to complete the attached Questionnaire with regards to work we have performed for you, and submit it either electronically or by mail. If sending electronically, the following applies:

Exchanges of source selection information between government and questionnaire respondents will be controlled by the Contracting Officer. Email may be used to transmit such information only if the email can be sent and encrypted, and must include "Source Selection Information – See FAR 2.101 and 3.104" in the subject line of the email. In order to facilitate the sending and receiving of encrypted emails, a questionnaire respondent must use MS Outlook email configured to support encryption, or, a different email product that is S/MIME compatible and configured to support encryption. If you intend to submit your completed questionnaire via an encrypted email, you will need to contact the Buyer/Contracting Officer indicated below, prior to that first submittal, in order to exchange certificates used for encryption. To ensure the process is working correctly, send a test encrypted message first (without including any source selection information). Email to: jodi.beard@dla.mil.

If mailing, the outside envelope must be marked as follows:

NOTE: TO BE OPENED BY ADDRESSEE ONLY

The completed questionnaire should be contained in a second envelope marked with the mailing address and the following legend:

**SOURCE SELECTION INFORMATION - See FAR 2.101 and 3.104
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Mail directly to:

Defense Supply Center Richmond
Attn: DSCR-ARCJ/Jodi A. Beard/33H-94
8000 Jefferson Davis Hwy
Richmond, Virginia 23297
Reference: RFP SPE4A2-15-R-0002

We, therefore, respectfully request and hereby authorize you to verbally discuss the attached Questionnaire when contacted via telephone by the Government with regards to work we have performed for you.

We have identified *Mr./Ms. (Name)* of your organization as the point of contact based on their knowledge concerning our work. Your cooperation in this matter is appreciated. Any questions may be directed to: *[NAME, PHONE NUMBER, FAX NUMBER FOR THE OFFEROR'S POINT OF CONTACT]*

Sincerely,

[OFFEROR'S POINT OF CONTACT]

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