

Sponsorship Letter Requirements effective 10/1/2013

The FED LOG Sponsorship letter must be written on their Official Government letterhead and hand signed by the Government Procurement Contracting Officer (PCO). All of the following criteria below are mandatory.

1. The letter must be on Official Government letterhead and addressed to:

LOGISTICS INFORMATION SERVICES
BFEA SUBSCRIPTIONS TEAM
74 WASHINGTON AVE N
BATTLE CREEK MI 49037-3084
2. The letter must declare the contractor name, specific contract number, expected period of performance and current option expiration date (MM/YY).
3. The letter must state the PCO is sponsoring the contractor and authorizing the contractor to use and purchase FED LOG for the specific contract only.
4. The letter must state why the contractor needs FED LOG and/or for what purpose the FED LOG will be used. (Please provide specific page numbers in the contract that will support this requirement)
5. The letter must state that the PCO and contractor have read, discussed, and signed a non-disclosure agreement (NDA) and it is included with the sponsorship letter.
6. The letter must state the contractor understands the NDA is a binding agreement and the sponsoring PCO is responsible for the adherence to all FOUO protocol and the FED LOG access. The renewal PCO/ ACO resumes this responsibility (see #10).
7. The letter must state the contractor will pay for the annual subscription and understands the subscription is based on the fiscal year and subject to renewal.
8. The letter must list the Point of Contact (POC) including their name, telephone and FAX numbers, and email address, who will be responsible for the monthly discs.
9. The letter must list the financial Point of Contact (POC) including name, telephone and FAX numbers, and email address, who will be responsible for the subscription payment.
10. The letter must state disposition instructions of the FED LOG product during the contract and upon completion or termination of the contract. (Suggest a secure library for 3-6 months during contract duration and complete destruction at completion or termination) Retention of FED LOG after the contract expiration is not permissible and a violation of FOUO protocol. The renewal PCO/ACO resumes this responsibility.
11. The sponsoring PCO may determine Renewal of the FED LOG subscription may be authorized by another PCO or Administrative Contracting Officer (ACO). This delegated authority is to be stated in the sponsorship letter and will require the PCO/ACO to ensure the annual review of the establish FOUO protocol to protect the FED LOG disc, the data and the access to FED LOG has been provided to all the contractor FED LOG users. This delegation should be made known to the contractor and the duties known to the subsequent PCO/ACO. (COTR or CORs are not eligible sponsors.)
12. The letter must be hand signed and have the same signature on the NDA. At this time electronic signatures is not acceptable.