

## Sponsorship Requirements

Procurement Contracting Officer (PCO) at the government contract issuing agency must sponsor the contractor and authorize them to use and purchase FEDLOG, the PCO Sponsor is to provide the following:

- A. **Sponsorship Letter Requirements:** The Sponsorship Letter will be written and signed by the U.S.PCO on Government letterhead.

Please see the Sponsorship Letter Requirements document for Full details

- B. **Contractor Non-Disclosure Agreement:** the Non-Disclosure Agreement (NDA) for FED LOG Sponsorship is per DFARS 227.7103-7 (Use and Non-disclosure agreement) which binds the Government Procurement Contracting Officer and Government Contractor to:
- a. Control Access to the product (FED LOG) to authorized personnel only
  - b. Ensures FOUO protection measures are in place and the authorized users have the awareness of safeguarding FED LOG
  - c. Disposition requirements for FED LOG are known and followed during the life and at the expiration of the contract

No part of the Non-Disclosure Agreement is negotiable.

Please see the Contractor Non-Disclosure Agreement for Full details

- C. **Contract Requirements:** Specific and pertinent pages of the contract or grant are required to accompany the sponsorship documents.

Please see the Contract Requirements document for Full details

- D. **Sponsorship Package Mailing Instructions:** The Sponsoring PCO will assemble the sponsorship package and provide to the Subscriptions Team via US POSTAL SERVICE, no other means are acceptable. The Package will include:

- 1) The sponsorship letter on Government Letterhead
- 2) The completed and signed Non-Disclosure Agreement
- 3) The pertinent contract pages with the required contract information

Please see the Sponsorship Package Mailing Instructions document for Full details

The sponsored FED LOG Subscription will not be established until the signed hard copy documents are received.