

AGENT AUTHORIZATION LETTERS

OUTLINE FOR AGENT AUTHORIZATION – THIS INFORMATION MUST BE PROVIDED IF AN AGENT (I.E., CONSULTANT OR INDIVIDUAL OTHER THAN AN OFFICER OF THE COMPANY) PREPARED THE OFFER AND WILL BE INVOLVED IN ANY PART OF THE EVALUATION OR NEGOTIATION OF THE OFFER.

In accordance with Federal Acquisition Regulation (FAR) 4.102(e), which states, “when an agent is to sign the contract, other than as stated in paragraphs (a) through (d) of this section, the agent’s authorization to bind the principal must be established by evidence satisfactory to the contracting officer.”

This letter must be signed only by an authorized principal, such as corporate officer of offeror (i.e. may not be signed by sales or purchasing agent, etc.).

Please provide the following information on the **principal’s letterhead**, without the above instructional language:

For Solicitation No. _____, the undersigned contractor (principal) _____, hereby authorizes (agent/consultant, company name) _____, to act as agent for the said contractor, with said specific authority delegated from the contractor to the agent. The authority of the agent is limited to exact and specific delegations. You may contact (agent/consultant) _____ at (phone number and email).

(Check or add desired delegations)

- | | |
|----------------------------|-------|
| 1. Sign contracts | _____ |
| 2. Negotiate changes | _____ |
| 3. Administer orders | _____ |
| 4. Receive payments | _____ |
| 5. Contract administration | _____ |
| 6. Other | _____ |

Signature

Print Name/Title

Date