

Contractor Use of Federal Supply Schedules

Contracting Officers should refer to FAR 51.101 regarding the authorization for contractors to use Federal Supply Schedule contracts in the performance of Government cost-reimbursement contracts. A sample format, which may be used to create a LETTER OF AUTHORIZATION, is shown below.

Contractors placing orders under Federal Supply Schedules must comply with the terms of the applicable Schedule and letter of authorization. In accordance with FAR 51.103, contractors shall include the following with each order placed under Federal Supply Schedules:

- A copy of the letter of authorization, unless a copy of the authorization was previously furnished to the Federal Supply Schedule contractor.
- The following statement: *This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.*

SAMPLE FORMAT FOR LETTER OF AUTHORIZATION

[Insert Name and Title of Official, Company Name, and Complete Address]

Dear _____:

As a Government cost-reimbursement contractor under contract number(s) _____, you are hereby authorized to place orders under GSA's Federal Supply Schedules Program, subject to the conditions listed below. A written finding supporting the issuance of this authorization has been made in accordance with FAR 51.102.

1. This authorization expires on _____.
2. Purchases made under this authorization are limited to \$_____.
3. This authorization is limited to the following GSA Federal Supply Schedule contract(s):

___ **Commercial Marketing Associates, Inc. GS-27F-0502H** ___.

[Insert contractor name(s) and corresponding contract number(s)]

4. This authorization _____ apply to overhead supplies and
[Insert "does" or "does not"]

_____ apply to production supplies.

[Insert "does" or "does not"]

5. This authorization is limited to the following facilities:

_____.

[Insert location of each facility]

6. Vesting of title for supplies purchased under this authorization shall be as follows:

_____.

[Insert vesting information]

7. _____.

[Insert any other limitations or conditions deemed necessary]

Any supplies and services purchased under this authorization must be properly accounted for and properly used. You are authorized to order only those supplies and services required in the performance of your contract(s) referenced above. You are responsible for compliance with the applicable policies and procedures prescribed in FAR 51.1, particularly FAR 51.103, regarding the purchasing from GSA Federal Supply Schedule contracts.

Should you have any questions, you may contact _____

[Insert Name of Contracting Officer]

on _____.

[Insert telephone number]

Sincerely,

[Insert Name of Contracting Officer, Office Name, and Symbol]