

## Sample Appointment Letter for DAR Administrator

### Qwest Government Services, Inc.

Networkx Contractor Program Office (CPO)

Attn: Roxane Rucker, Program Director

4250 N. Fairfax Drive

Arlington, VA 22203

RE: Networkx [Universal and/or Enterprise] Contract Designated Agency Representative (DAR) Administrator Appointment and Notification

Dear Ms. Rucker:

The purpose of this letter is to notify Qwest of the [new or change in] appointment of [fill in name] as our Agency's DAR Administrator for Qwest's Networkx [Universal and/or Enterprise] contract. This delegation of authority shall not exceed the bounds of the authority stated in the applicable contract.

[DAR Administrator's name] is the only official with [Agency name] signature authority to assign DARs as agents to place orders with your business office under your Networkx [Universal and/or Enterprise] contract and for the following AHCs or billing account codes [fill in codes authorized]. You may contact the DAR Administrator by phone [fill in phone number], or e-mail [fill in email address]. This supersedes all previous notifications.

[Identify any alternate DAR Administrator(s), if appointed, and same information as paragraph above.]

This letter fulfills [Agency name]'s requirements in accordance with Qwest's Networkx [Universal and/or Enterprise] contract, Sections C.3 and G (please see Sections C.3.5.1.2.1.2, G.1.1.1.1 and G.1.1.1.2 of the applicable contract). Qwest shall not accept telecommunications service orders, changes to service orders, or any other service requests by other [Agency name] personnel except as authorized by the DAR Administrator appointed herein. Should you have any questions, please contact [POC].

Sincerely,

Agency Appointing Authority

cc: GSA (PMO)