

Sample Appointment Letter for DAR

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) 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 or refer to enclosed list] as our Agency's DAR personnel 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. This supersedes all previous notifications. The enclosed list of authorized DARs has been refreshed and supersedes all previous lists submitted on behalf of [Agency name].

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 herein. Should you have any questions, please contact [POC].

Sincerely,

Agency Appointing Authority
cc: GSA (PMO)