**AWARD LETTER - SERVICES**

Name of Company

ATTN:

Street Address

City, State, ZIP

Subject: ***[Insert contract number and project description]***

Date: ***[Insert date]***

Dear ***[Insert name]***,

Your response to the Federal Aviation Administration (FAA) Screening Information Request (SIR) Number ***[Insert SIR number]*** has been accepted. Contract Number ***[Insert contract number]****,* in the amount of $***[Insert amount]***, has been awarded to ***[Insert company name]***. You must commence providing these services on ***[Insert date].***

***[Insert COR’s name]***, Contracting Officer’s Representative (COR), has been designated as representative to inspect the work and receive and certify your monthly invoices. Please send me a copy of any correspondence you may have withtheCOR. Note that no individual other than the Contracting Officer has the authority to revoke, change, or waive any requirement of the contract or statement of work.

You are required to have insurance coverage, as required by the contract, effective on the date services are first provided. Within fifteen (15) calendar days, after receipt of this letter, you are to provide this office with written evidence from your insurer that insurance is in effect and complies with contract requirements.

The Service Contract Act of 1965, as amended, requires you to notify each employee commencing work on this contract of the minimum wage and fringe benefits required to be paid. Posting the enclosed WH Publication 1313, along with a copy of the applicable Department of Labor Wage Determination, in a prominent and accessible place at the worksite will satisfy this requirement. In addition, the enclosed poster, entitled "Equal Employment Opportunity is the Law," must be posted in a conspicuous place available to employees and applicants for employment.

You are advised of your right to submit, in writing to the Contracting Officer for review and decision, any instruction or ruling of the COR upon which you are unable to reach a mutual agreement. Such submission should be addressed to the Contracting Officer through the COR.

You should be thoroughly familiar with all the provisions of the contract, including the statement of work. Your subcontractors should also thoroughly understand contractual requirements concerning their operations.

If you have any questions, please contact the Contracting Officer at ***[contracting.officer@faa.gov******]***or ***[Insert* *phone number]***.

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

***[Insert Office Name/Code e.g., AAQ]***

***[Insert Office Address]***

Number of Enclosures: 5

1. Contract/PO
2. COR Designation Letter
3. EEO Poster
4. Wage Determination
5. WH 1313

cc: