

APPENDIX B

SAMPLE LETTER CONTRACT (COST-REIMBURSEMENT TYPE)

(date)

Subject: Contract No. _____

Gentlemen:

This letter constitutes a contract on the terms set forth herein and signifies the intention of the U.S. Army Corps of Engineers to execute a formal cost-reimbursement contract with you for the performance of the services as set forth in the enclosure marked "Attachment A," upon the terms and conditions therein stated, which is incorporated in and made a part hereof.

You are directed, in accordance with the contract clause entitled "Execution and Commencement of Work," to proceed immediately to commence performance of the work with all diligence to the end that services may be performed within the time specified in Attachment A, or if no time is so specified, at the earliest practicable date. You shall, in addition, obtain such approvals in respect of commitments hereunder as may be specified in Attachment A.

In accordance with the clause entitled "Contract Definitization," you shall submit a proposal on the estimated cost to the Government, including fee (profit), for the services covered by this letter. Your proposal shall be supported by a cost breakdown reflecting the factors outlined in the suggested format enclosed and by any other information specified herein. A Certificate of Current Cost or Pricing Data (FAR 15.804-4) shall be submitted upon agreement on contract price.

Please indicate your acceptance of the foregoing by signing this letter and returning it with all supporting documentation to this office.

This contract is entered into pursuant to 10 U.S.C. § 2304(c)(), and any required justification and approval has been executed.

Sincerely,

Executed as of the date shown below:

By _____

Date _____

SAMPLE LETTER CONTRACT (FIXED-PRICE TYPE)

(date)

Subject: Contract No. _____

Gentlemen:

This letter constitutes a contract on the terms set forth herein and signifies the intention of the U.S. Army Corps of Engineers to execute a formal fixed-price contract with you for the performance of the services as set forth in the enclosure marked "Attachment A," upon the terms and conditions therein stated, which is incorporated in and made a part hereof.

You are directed, in accordance with the contract clause entitled "Execution and Commencement of Work," to proceed immediately to commence performance of the work with all diligence to the end that services may be performed within the time specified in Attachment A, or if no time is so specified, at the earliest practicable date.

In accordance with the clause entitled "Contract Definitization," you shall submit a firm proposal for the services covered by this letter. Your proposal shall be supported by a cost breakdown reflecting the factors outlined in the suggested format enclosed and by any other information specified herein. A Certificate of Current Cost or Pricing Data (FAR 15.804-4) shall be submitted upon agreement on contract price.

Please indicate your acceptance of the foregoing by signing this letter and returning it with all supporting documentation to this office.

This contract is entered into pursuant to 10 U.S. C. § 2304(c)(), and any required justification and approval has been executed.

Sincerely,

Executed as of the date shown below:

By _____

Date _____