

**STATZ Corporation**

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# PURCHASE ORDER and CONTRACT ACKNOWLEDGEMENT LETTER

[letter\_date]

[salutation] [addr\_fname] [addr\_lname]  
[supplier]

[st\_address]

[city], [state] [zip]

Dear [salutation] [addr\_fname] [addr\_lname]

Congratulations on being awarded Purchase Order Number [po][po\_ext] for Contract Number [contract\_num]. We look forward to working with you.

This letter serves as a starting point for the continued success of your company, thank you for teaming with STATZ Corporation. **Please complete the enclosed third page and return via email to the contact listed on this letter within three business days, acknowledging the receipt of the contract, contract specifics and due date.**

On page three, we ask that you appoint a first and second point of contact (POC) that will see this contract through to shipping. We will contact POCs for contract status and updates throughout the PO timeline until PO completion. It is the POCs’ responsibility to notify the STATZ Corporation Contract Manager on this letter immediately should any issue arise regarding on time completion of this contract.

# The Signer of the Contract Acknowledgement Form (page 3) must be an individual that is legally able to bind your company. Specifically, the quoted delivery date(s) listed on this PO and your RFQ Response.

Respectfully,

[statz\_contact]

[statz\_contact\_title]

Phone: [statz\_contact\_phone]

Email: [statz\_contact\_email]



**Keys to Team Success**

* Acknowledgement with two POCs of the Purchase Order and all vital info (DPAS, Quoted Due Date, FAT/PLT Due Date) in three business days.
* POC is expected to Contact STATZ Corporation on (recommend using an electronic calendar reminder) the timelines of:
  1. Acknowledgement of PO and all Requirements per the contract.
  2. 60 days prior to FAT/PLT if applicable
  3. Midway point of supplier contract due date.
  4. 30 days prior to supplier quoted due date.
* Proactive communication per **DPAS requirements** which includes immediate contact should there be **any issue that would affect delivery due date (FAT/PLT or QDD).**
* Please inform the Contract Manager for your Purchase Order(s) if there is a change in POC, to include contact phone number(s) and/or email addresses as soon as this occurs. STATZ Corporation will have regular contact points to assist you through completion of each Purchase Order.
* STATZ Corporation is the Prime Contractor to the Government. All communication from Vendor will be to STATZ. Exception would be for Vendor required communications for FAT, PLT and PVT with Vendor’s QAR per FAR 52.246.2.
* When applicable, please ensure that you as the subcontractor meet all NIST requirements called out in the attached contract. The Contractor shall not award a subcontract or other contractual instrument, that is subject to the implementation of NIST SP 800-171 security requirements, in accordance with DFARS clause

252.204-7012 of this contract, unless the subcontractor has completed, within the last 3 years, at least a Basic NIST SP 800-171 DoD Assessment.

* All records pertaining to this Purchase Order must be kept in accordance with FAR 4.7 and sub clauses for a minimum of 7 years.
* STATZ Corporation is committed to fostering a friendly, proactive and knowledgeable relationship with you that leads to success and continued growth. We value **communication** and **on time delivery** to the War Fighters.

# CONTRACT ACKNOWLEDGEMENT FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **PURCHASE ORDER**  [po][po\_ext] | | **CONTRACT NUMBER**  [contract\_num] | |
| **FAT/PLT DUE DATE**  [fat\_plt\_due\_date] | **YOUR Quoted Delivery Due Date**  [supplier\_due\_date] | | **DPAS Priority**  [dpas\_priority] |

|  |
| --- |
| **FIRST POINT OF CONTACT NAME/TITLE** |
| **PHONE NUMBER** |
| **EMAIL ADDRESS** |

|  |
| --- |
| **SECOND POINT OF CONTACT NAME/TITLE** |
| **PHONE NUMBER** |
| **EMAIL ADDRESS** |

|  |  |
| --- | --- |
| **SUPPLIER ADMINISTRATOR NAME/TITLE (Acknowledging Receipt)** | |
| **SIGNATURE** | **DATE SIGNED** |

Issue date 4/1/2025 Statz/R21 Ver.03