



APPENDIX B

Sample Letter of Intent to Use SITE Request SITE Memorandum of Understanding (MOU)

FROM: [Service/Agency Office]

TO: Defense Intelligence Agency
Attn: DIA CIO (SITE Program)
Washington D.C., 20340

Subject: Request to Initiate a SITE Memorandum of Understanding

1. Reference: Solutions for the Information Technology Enterprise (SITE) Ordering Guide, Defense Intelligence Agency (DIA)
2. Pursuant to the purpose and scope of the SITE program and the procedures defined in the reference above, request that a Memorandum of Understanding (MOU) be initiated by DIA to authorize this organization to perform acquisition using the SITE Indefinite Delivery/Indefinite Quantity contracts.
3. Propose that the MOU authorize the use of the SITE programs as follows:
 - a. Duration: The period of the agreement will be effective through [date].
 - b. Ordering Limit: The agreement authorizes an ordering amount (ceiling) of: [\$ordering limit].
 - c. [Decentralized / Assisted] acquisition is requested.

For Decentralized Acquisition Authority: The contracting activity nominated to be the authorized SITE Decentralized Contracting Office (DCO) is:

<u>Contracting Office</u>	<u>Contact POC (name)</u>	<u>Phone</u>
---------------------------	---------------------------	--------------

For Assisted Acquisition: The justification for this request is provided as an attachment.

4. The following individual will serve as the point of contact (POC) for coordination of the MOU. In addition, request that the following individual be designated as our representative on the SITE Intelligence Support Panel.

Name:

Phone:

[Signature block of Sponsoring
Agency/Department]