Date:

ATTN: John Doe

Company Name

Address

City, State, ZIP

Dear XXX:

The University of Arizona (UA) requires the purchase of services or commodities that are subject to export control regulations. Before a Request for Quote (RFQ) can be sent to you along with the technical data required to complete the bid process, the following memo must be completed, signed, and returned to the individual named below.

Pursuant to laws of the Arms Export Control Acts (Title 22, U.S.C., Sec. 2751, et. seq.) or the Export Administration Act of 1979, as amended, (Title 50, U.S.C., App.2401 et. seq.), UA requires vendors to certify that they are “U.S. owned and operated” and registered with the Department of State prior to receiving any drawings or technical data. Vendor will ensure that any third-party subcontractors are U.S. persons (U.S. Citizens or Lawful Permanent Residents). Vendors are responsible to maintain proof of subcontractor eligibility. Please certify and affirm that **(Vendor Name**) is an "entity that is incorporated to do business in the United States". If there are any foreign persons (a person who is not a U.S. Citizen, Lawful Permanent Resident of the United States, or a protected individual) employed at your facility, you also certify that all technical data associated with this project will not be shared with any non-U.S. person. **(Vendor Name)** must notify UA immediately, in writing, of any change in status of ownership or operations.

This certification is being submitted for the following **(UA to identify with “X”, vendor to initial each section to certify):**

\_\_\_\_\_\_ the information provided for bidding purposes is designated For Official Use Only

(FOUO) and shall be protected per the information provided in the document.

\_\_\_\_\_\_ the technical data is controlled by the International Traffic in Arms Regulations (ITAR) and shall be protected per the information provided in the document.

\_\_\_\_\_\_ the technical data is subject to the Export Control laws of the United States Government and shall be protected per the information provided in the document.

**WARNING:**

Any technical data provided to **(Vendor Name)** is regulated by the Export Control laws of the United States Government. Violations of these export laws are subject to severe civil or criminal penalties. This data is not to be placed in the public domain, exported from the United States or given to any non-U.S. person without prior, specific written authorization by The University of Arizona.

Technical data such as drawings, specifications, blue prints, photographs, plans, or other similar data provided with this order are the property of The University of Arizona and are to be used solely for bidding purposes as prescribed in this RFQ or any resulting Purchase Order. Vendor shall protect all drawings with the same due care and diligence with which it protects its own property. Copies shall only be made if crucial to performance. All original drawings and copies thereof shall be destroyed if Vendor submits a “no bid”, fails to respond to the RFQ or if award is not granted to Vendor. Further, Vendor is to destroy drawings, etc. at completion of any resulting contract. If it is determined that there is a reasonable need to retain this material, then a request should be forwarded to UA in writing. If granted, UA will respond in writing. In some instances, UA may allow the retention of original drawings for the purpose of possible additional production.

Please sign and date to certify that you have read and understand all provisions that apply so you may receive the RFQ and/or any resulting Purchase Order award from The University of Arizona. Please fax back to The University of Arizona College of \_\_\_\_\_\_\_\_\_\_\_ using fax number (xxx-xxx-xxxx) as soon as possible.

 \_\_\_\_\_\_

Authorized Signature (vendor)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Signer (vendor)

Sincerely,

Name, title, and contact information of UA representative