

10. EXOPT

SUBJECT: Exercise of Option under Contract No. _____
For (Brief Description Title)
With (Contractor)

TO: _____
ACO/COR

FROM: _____
Contracting Officer

The purpose of this letter is to remind you about your pending option #____, with a projected start date of _____. In order to exercise this option please submit the following by _____:

- a. An AD-700;
- b. A written assessment of the contractor's performance for the past year and your recommendation for exercising the option. (*Contracting Officer may elect to enclose the PPD Past Performance Survey Questionnaire that fits the acquisition, i.e., supply, service, or O&M.)

Submit the above referenced documents to:

USDA, ARS, PPD, _____
ATTN: _____

If you have any questions, please contact _____ at _____.

(*Enclosure)

USDA:ARS:AFM:PPD:(branch initials):(writers first initial+last name):(typist initials):(file name):(Disk No.):__/__/2000

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