

PRINTED ON CONTRACTOR COMPANY LETTERHEAD

Auditor
Contract Audit Department
Sandia National Laboratories
P.O. Box 5800 MS-1460
Albuquerque, New Mexico 87185-1460

Date

Dear Auditor,

This letter concerns your audit of billed costs or charges for the following Sandia National Laboratories (Sandia) contracts. There are xx contracts in this audit.

Contract(s): XXXXX

We make the following representations, which are true to the best of our knowledge and belief:

1. We are responsible for the accuracy and fair presentation of the company's financial information. We believe that all billings and claims related to all Sandia contracts, are accurate and fairly presented in conformity with the relevant terms and conditions, Generally Accepted Accounting Principles, Federal Acquisition Regulations, Department of Energy Acquisition Regulations and any other controlling statute or regulation.
2. All costs and charges have been properly segregated and classified as to their true purpose and objective.
3. Direct cost information is properly stated, includes only allowable, allocable and reasonable costs, and there is a causal-beneficial relationship between all costs and the contract to which they are claimed in accordance with applicable acquisition regulations.
4. Indirect rate information, if applicable to the Sandia contracts, is properly stated, includes only allowable costs, and there is a causal-beneficial relationship between the indirect costs and the contract to which they are allocated in accordance with applicable acquisition regulations.
5. All claimed and invoiced costs and charges have a bona-fide business purpose.
6. We will provide you with the most current, accurate, and complete information for all costs and charges.
7. We will make available all pertinent financial records, supporting documents and related data, and correspondence covering the entirety of the contract period of performance and maintain these files for review for at least three years after final invoice is paid or the contract period of performance ends, whichever is longer.

8. Once the audit has begun, we will take all necessary actions to ensure no auditable records are disposed of before the completion of this audit even if that extends the record retention requirement outlined in paragraph 7 above, and we understand that failure to retain such records may result in adjusted costs or charges owed to Sandia.

9. All related party transactions and related accounts receivable or payable, including assessments, loans, leases, rentals and guarantees have been properly recorded and disclosed to Sandia.

10. There have been no communications from regulatory agencies or government representatives concerning investigations or allegations of noncompliance with laws or regulations in any jurisdiction that could have a material effect on any government contract, including any Sandia contract.

11. That no commissions, fees, gifts, rebates or any other consideration have been paid by Contractor Name to influence or enhance the award or execution of this contract or with any subcontracts related to this contract.

12. For any and all transactions executed with any non-U.S. entity, all officers, employees, subcontractors and representatives of this entity have fully complied with the provisions of the Foreign Corrupt Practices Act, and the United Kingdom Bribery Act, as applicable.

13. We are currently not debarred, suspended, or under administrative review for such actions, by any entity.

14. There has been no fraud, (intentional misstatements or omissions of amounts or disclosures in financial statements or claims against the government, or misappropriation of assets that could have an effect on the financial statements or claims against the government) or any fraud involving management or employees who have significant roles in our internal control processes.

15. We have clearly defined cybersecurity objectives and strategies in place that support organizational goals, policies and procedures, the use of widely adopted frameworks (NIST, COBIT, and others), and reporting and communication to the board. We have an established a risk management process to identify, analyze, manage, and monitor cyber threats, including a process to quickly escalate cyber risks. We have established control processes that are evaluated periodically to mitigate cyber-related risks. We are not aware of any significant vulnerabilities within our IT system.

Contractor POC Signing Management Representation Letter