

**APPENDIX L-1a PAST PERFORMANCE INFORMATION QUESTIONNAIRE COVER LETTER**

Date

Dear: \_\_\_\_\_

The Department of Energy is seeking your assistance on a very important procurement. \_\_\_\_\_ [insert name of offeror] is participating in a proposal for a DOE contract. \_\_\_\_\_ [insert name of offeror] has identified you as someone who is familiar with their past performance on similar work. We are asking you to complete the attached Past Performance Information Questionnaire to help DOE evaluate \_\_\_\_\_ [insert name of offeror]'s past performance.

We greatly appreciate your time and assistance in completing this questionnaire. In accordance with Part 15.506 of the Federal Acquisition Regulation, the names of individuals providing reference information about past performance will not be disclosed.

Please return the completed questionnaire by DATE TBD to:

Via email to [Judson.Kingman@science.doe.gov](mailto:Judson.Kingman@science.doe.gov)

Or via U.S. Mail to

U.S. Department of Energy, Oak Ridge National Laboratory Site Office  
MS 6269, Attn: Jud Kingman  
P.O. Box 2008  
Oak Ridge, TN 37831