

Attachment 1

Sample Cover Letter (Contractor-Provided Letter) Requesting Past Performance Evaluation

Date:

Ms. Dana Y. Long
Contracting Officer
U.S. Department of Housing and Urban Development
451 7th Street SW, Room 5266
Washington, DC 20410

SUBJECT: Past Performance of ____ Corporation on Contract C____,

Dear Ms. Long:

____ Corporation recently completed contract C-____, in which we provided Management and Marketing Services for your Department. The requirements of this contract were similar to the requirements of a solicitation for which ____ Corporation has submitted a proposal.

As part of the proposal evaluation, I ask that you evaluate our performance of contract C-____ by completing the attached evaluation form and faxing it within five days of receipt to the Department of Housing and Urban Development, Attn: Dana Y. Long, Contracting Officer, Fax: (202) 708-2933. The completed form will be marked and treated as "Source Selection Information" in accordance with Federal Acquisition Regulation 3.104, Procurement Integrity, and it will not be released except to Government personnel needing the information for source selection purposes and to ____ Corporation for comments during source selection.

Your cooperation in this matter is greatly appreciated.

NAME:
Title:
Company: