

NIH MANUAL 6015-2 APPENDIX 5
DATE: 09/30/2001
REPLACES: 09/13/99
ISSUING OFFICE: DAPE, OAMP, OA 496-6014

PAST PERFORMANCE INFORMATION
SAMPLE TRANSMITTAL LETTER

Date

XYZ Company
12345 Washington Boulevard
Salt Lake City, Utah 02421

Attention:

Subject: Contract Number
Project Title

Dear

In accordance with FAR 42.1502, Federal agencies are required to prepare evaluations of contractor performance for each contract in excess of \$100,000. This letter transmits our (interim/final) evaluation of your organization's performance under the subject contract for the period _____ through _____.

You must sign and return the attached report to this office within thirty (30) days. You may submit, along with the signed report, comments, rebutting statements, and/or additional relevant information. Any disagreements regarding the report that cannot be resolved between you and the project officer or the contracting officer, will be referred to an individual one level above the contracting officer, whose decision on the matter will be final.

Please forward the signed report to:

Contracting Officer, NIH
9000 Rockville Pike, Building ____/Room
Mail Stop____
Bethesda, Maryland 20892

Questions concerning this letter should be directed to the undersigned at (301)_____.

Sincerely,

Mary White
Contracting Officer

Attachment