

EXHIBIT D – SAMPLE TRANSMITTAL LETTER AND PAST PERFORMANCE  
EVALUATION QUESTIONNAIRE

Your Company Letterhead

Date: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We have listed your firm as a reference for the work we have performed for you as listed below. Our firm has submitted a proposal under a project advertised by the Department of Veterans Affairs. In accordance with Federal Acquisition Regulations (FAR), they will evaluate our firm's past performance. Your candid response to the attached questionnaire will assist the evaluation team in this process. We understand that you have a busy schedule and your participation in this evaluation is greatly appreciated. Please complete the enclosed questionnaire as thoroughly as possible. Space is provided for comments. Understand that while the responses to this questionnaire may be released to the offeror, FAR 15.306 (e)(4) prohibits the release of the names of the persons providing the responses. Complete confidentiality will be maintained. Only one response from each office is required.

Please send your completed questionnaire to the following to arrive

\_\_\_\_\_

**Do not return them to our company.**

email to: [Keneisha.coleman@va.gov](mailto:Keneisha.coleman@va.gov) and [Christopher.McDevitt@va.gov](mailto:Christopher.McDevitt@va.gov)

Thank you for your assistance.

Please be advised that **“E-Mail”** is the preferred method of receiving the requested information.