**EXHIBIT E – PAST PERFORMANCE INFORMATION QUESTIONNAIRE COVER LETTER**

The Department of Energy is seeking your assistance on a very important procurement.

\_\_*[insert name of Offeror or Major or Critical Subcontractor]*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is participating in a proposal for a DOE contract. \_*[insert name of Offeror or Major or Critical Subcontractor]*\_\_\_\_\_\_\_\_\_\_\_\_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 or Major or Critical Subcontractor]*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ closing date for proposals to the contact point listed below (mail or email). Information received after the closing date may not be considered.

US Department of Energy

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Attn: Erin Kirchoff, Contract Specialist, MS I07

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