RFP FA8307-26-R-B033

ATTACHMENT *6*

Transmittal Letter

Transmittal Letter for Government Sources to Accompany Present/Past Performance Questionnaire
[TO BE COMPLETED BY OFFEROR]

FOR OFFICIAL USE ONLY

MEMORANDUM FOR: [OFFEROR'S/JOINT VENTURE MEMBERS'S OR CRITICAL SUBCONTRACTOR'S POC]

FROM: [OFFEROR'S ADDRESS AND POINT OF CONTACT]

SUBJECT: Present/Past Performance Questionnaire for Contract(s) _____.

1. We are currently responding to the Department of the Air Force (AF), *Air Force Life Cycle Management, Cryptologic & Cyber Division,* Request for Proposal (RFP) FA8307-26-R-B033, for the procurement of Communications Security (COMSEC) managerial support to the Colombia Joint Staff. This RFP is being conducted as a Lowest Price Technically Acceptable Source Selection and specifically requires that we, as an offeror, do the following:

Info Only – Do not include this paragraph in the Transmittal Letter. The offeror shall send out – and track the -- Present/Past Performance Questionnaire to each of the offeror's, critical subcontractors', teaming contractors, and/or joint venture members' Points of Contact (POCs). The responsibility to send out and track the Present/Past Performance Questionnaires rests solely with the offeror - i.e., it shall not be delegated to any subcontractors and/or joint venture partners. The completed Present/Past Performance Questionnaire shall be submitted **directly to the Government not later than [Offeror to fill-in closing date]**. Each of the offeror's POCs may submit its completed Present/Past Performance Questionnaire electronically.

Info Only – Do not include this paragraph in the Transmittal Letter. Exchanges of source selection information between government and questionnaire respondents will be controlled by the Contracting Officer. Email may be used to transmit such information only if the email can be sent and encrypted, and must include "Source Selection Information – See FAR 2.101 and 3.104" in the subject line of the email. In order to facilitate the sending and receiving of encrypted emails, a questionnaire respondent must use MS Outlook email configured to support encryption, or, a different email product that is S/MIME compatible and configured to support encryption. If you intend to submit your completed questionnaire via an encrypted email, you will need to contact the Buyer/Contracting Officer indicated below, prior to that first submittal, in order to exchange certificates used for encryption. To ensure the process is working correctly, send a test encrypted message first (without including any source selection information). Email to: kriston.minor@us.af.mil.

2. We have identified subject contract(s) as relevant to this acquisition and you as our POC. As such, please take a few moments of your time to fill out the attached questionnaire and send it directly back to the contracting officer. The information contained in the completed Present/Past Performance Questionnaires is considered sensitive and cannot be released to us, the offeror. If you have any questions about the acquisition or the attached questionnaire, your questions must be directed back to the Government's points of contact identified above. Thank you for your timely assistance.

Sincerely,
[OFFEROR'S POINT OF CONTACT]

ATCH
Present/Past Performance Questionnaire