

ATTACHMENT 3



UNITED STATES INTERNATIONAL TRADE COMMISSION

WASHINGTON, DC 20436

July 2, 2009

MEMORANDUM FOR PAST PERFORMANCE INFORMATION REFERENCE

FROM: US International Trade Commission
500 E Street, SW
Washington, DC 20436

SUBJECT: Request for Past Performance Evaluation

1. You have been identified as a point of contact for a past performance evaluation of the firm listed on the attached questionnaire. This firm is currently being considered for a contract with the United States International Trade Commission.
2. Please provide past performance information regarding subject contractor by completing the attached questionnaire and returning it either via e-mail to myra.lay@usitc.gov or facsimile to (202) 205-3437 by Wednesday, July 15, 2009, 2 p.m.
3. If you have any questions concerning this request, you may contact Myra Lay at (202) 205-2739.

//signed//

Deborah L. Doyle
Chief of Procurement

Attachment:
Past Performance Information Questionnaire