

<b>Past Performance Reference Information Form</b>	
1. Complete name of Government agency, commercial firm, or other organization	
2. Complete address	
3. Contract number or other reference	4. Date of contract
5. Date work was begun	6. Date work was completed
7. Estimated contract price	8. Final amount invoiced or amount invoiced to date
9a. Technical point of contact (name, title, address, telephone number, and email address)	9b. Contracting or purchasing point of contact (name, title, address, telephone number, and email address)
10. Location(s) of work (country, state or province, county, city)	
11. Description of contract work (Describe the nature and scope of the experience and provide an explanation of how the work is the same as or similar to the work required by this Request for Proposal). Attach an explanation of any performance problems or other conflicts with the customer. Use a continuation sheet, if necessary.	

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12. Current status of contract (choose one):

- Work continuing, on schedule
- Work continuing, behind schedule
- Work completed, no further action pending or underway
- Work completed, claims negotiations pending or underway
- Work completed, litigation pending or underway
- Terminated for convenience
- Terminated for default
- Other (explain)

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## Instructions for Completing the Past Performance Reference Information Form

- **Item 1** – Insert the complete name of the Government agency, commercial firm, or other organization for which the work was performed.
- **Item 2** – Insert the customer’s complete address, including both post office box and street addresses, if applicable.
- **Item 3** – Insert any contract number or other contract reference used by the customer.
- **Item 4** – Insert the date on which the contract came into existence.
- **Item 5** – Insert the date on which you started to perform the work.
- **Item 6** – Insert the date on which the customer agreed that the work was satisfactorily completed. If work is ongoing, insert the date the contract will expire.
- **Item 7** – Insert the total estimated contract price or value.
- **Item 8** – Insert the final sum of all invoices or the sum of all invoices to date.
- **Item 9a** – Insert the name, title, address, telephone number, and email address (if available) of the program or project manager or other customer technical representative who is most familiar with the quality of your work under the contract.
- **Item 9b** – Insert the name, title, address, telephone number, and email address (if available) of the Contracting Officer, purchasing agent, or other customer contracting or purchasing representative who is most familiar with your work under the contract.
- **Item 10** – Insert the location(s) where the work was performed.
- **Item 11** – Describe the nature and scope of the work. The objective is to show how the work that you did or are doing is similar in nature and scope to the work that is to be performed under the contract contemplated by the Request for Proposals. Describe any unusual circumstances of performance or problems that may be relevant to the work that is to be performed. Describe any conflicts with the customer or reasons they may make adverse remarks about your performance. Describe any actions that you have taken to correct any shortcomings in your performance.
- **Item 12** – Check the appropriate box according to the current status of the work.