past performance template

| **Offeror:** | [The Winning Company] |
| --- | --- |
| **Project Title:** | [The Customer’s Name, The Project Title] |

Part I—Reference Information

|  |  |
| --- | --- |
| **Customer Name:**  |  |
| **Address:** |  |
|  |
|  |
| **Customer Information** | **Project Manager for customer** | **Procurement Contact for customer** |
| Name and Title: |  |  |
| Organization: |  |  |
| Address: |  |  |
|  |  |
|  |  |
| Phone Number: |  |  |
| Fax Number: |  |  |
| Email: |  |  |
|  |  |  |
| **Contact Identification Number:** | Contract Number XX /  |
| **Contract Type:** |  |
| **Pricing Type:** |  |
| **Original Dollar Value:** | $## million |
| **Current Dollar Value:** | $## million |
| **Explanation of Cost Growth***(if applicable)* |  |
| **Project Start Date:** | MM/DD/YYYY |
| **Original Completion Date:** | MM/DD/YYYY |
| **Estimated/ActualCompletion Date:** | MM/DD/YYYY |

Part II—Program Description and Relevance

| **Offeror:** | [The Winning Company] |
| --- | --- |
| **Program Title:** | [The Customer’s Name, The Project Title] |
| **Description and Relevance** |
| **Relevancy:** This project has been selected because the work [The Winning Company] performs as the prime contractor for The Customer’s Name, The Project Title is relevant to your project, with essentially the same scope, magnitude of effort, and complexities that the your solicitation requires. The scope of work for Project YY involves: (list the major areas of the contract being bid upon that [The Winning Company] performed on the past contract). The magnitude of the Project Title included a $## million value and ## personnel. The Project Title is similar to this procurement in complexity, with locations in ## countries [including (list)] and a network user community of ##. Provide two or three sentences that list the most relevant, measurable, and impressive accomplishments on the past contract.**Work Performed in Similar Areas:*** *Title of the first area of the contract being bid* [alphabetical and numerical section numbers from the procurement]: Summary of [The Winning Company]’s relevant work, using key words and metrics. Mention tools, methodologies, and processes.
* *Title of the second area of the contract being bid* [alphabetical and numerical section numbers from the procurement]: Summary of [The Winning Company]’s relevant work, using key words and metrics. Mention tools, methodologies, and processes.
* *Title of the third area of the area of the contract being bid* [put the alphabetical and numerical section numbers from the procurement here]—repeat as needed: Summary of [The Winning Company]’s relevant work, using key words and metrics. Mention tools, methodologies, and processes.

**Quality of Performance:*** *Timeliness:* Description of the timeliness of [The Winning Company]’s work. Use of metrics and customer quotes to back up the examples listed.
* *Cost control:* Description of ways [The Winning Company] stayed within the budget or saved the customer money. Use of metrics and customer quotes to back up the examples listed.
* *Timeliness of the product(s)/service(s) delivery:* Examples showing where [The Winning Company] was on schedule or ahead of schedule. Use of metrics and customer quotes to back up the examples listed.
* *Quality of the product(s)/service(s) provided:* Examples showing where [The Winning Company] achieved performance excellence and high-quality services or products. Use of metrics and customer quotes to back up the examples listed.
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