Attachment C
Past performance Template

Biddersare requested to *carefully review the notes below before completing the table below.*

1. Use this form to provide evidence of having successfully completed projects of **substantially similar scope as provided in the SOW**.
2. The projects or contracts or Local Purchase Orders cited must be recent (i.e., 2019–2024).
3. Multiple projects for the same bidders will be considered separately, i.e., they will be scored as distinct projects.
4. Multiple projects from a single client will only be considered twice. The third reference should be from a different client.
5. For the purposes of this RFP, a “project” is a single contract from a single client.
6. The selection committee will only review and score past performance reports for three projects.

*A past performance report includes the following:*

1. Client company name
2. Contact information for a point of contact authorized to speak for the company as a reference, including;
	1. Full name
	2. Title
	3. Phone number
	4. E-mail address

The selection committee reserves the right to contact the client company to verify the information provided in the past performance report.

1. *Scanned copy* of the purchase order/contract being used for the past performance report.
	1. Please ensure it is fully legible. Illegible or partially legible scans will not be considered, and the past performance report will not be scored.
	2. The scanned PO/Contract must provide visibility into the scope, size, and value of the project.
	3. Each of the provided LPO / Contract should be accompanied by evidence of successful work completion. This could be a completion certificate, email that approved final reports / or deliverable, or a letter from the client confirming that work was successfully completed within the budget amounts and within the agreed delivery duration.

Table 1: Past Performance Report 1

|  |  |
| --- | --- |
| Client Company Name |  |
| Contact Information | *Name:* |  |
| *Title:* |  |
| *Phone #:* |  |
| *E-mail:* |  |
| Scanned Copy of LPO | [embed file here] |
| Evidence of successful work completion for the LPO provided under report 1 | [embed file here] |
|  | *PO/Contract Number:* |  |
|  | *Date* |  |
| Narrative Description | [narrative description here; expand cell as necessary] |
|  | *Scope:*(Nature of the work done, geographical location, and duration it took to complete) |  |

Table 2: Past Performance Report 2

|  |  |
| --- | --- |
| Client Company Name |  |
| Contact Information | *Name:* |  |
| *Title:* |  |
| *Phone #:* |  |
| *E-mail:* |  |
| Scanned Copy of LPO | [embed file here] |
| Evidence of successful work completion for the LPO provided under report 2 | [embed file here] |
|  | *PO/Contract Number:* |  |
|  | *Date* |  |
| Narrative Description | [narrative description here; expand cell as necessary] |
|  | *Scope:*(Nature of the work done, geographical location, and duration it took to complete) |  |

Table 3: Past Performance Report 3

|  |  |
| --- | --- |
| Client Company Name |  |
| Contact Information | *Name:* |  |
| *Title:* |  |
| *Phone #:* |  |
| *E-mail:* |  |
| Scanned Copy of LPO | [embed file here] |
| Evidence of successful work completion for the LPO provided under report 3 | [embed file here] |
|  | *PO/Contract Number:* |  |
|  | *Date* |  |
| Narrative Description | [narrative description here; expand cell as necessary] |
|  | *Scope:*(Nature of the work done, geographical location, and duration it took to complete) |  |

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

|  |  |
| --- | --- |
| Company Name: |  |
| Signature: |  |
| Title: |  |
| Date: |  |