ATTACHMENT 2 – PAST PERFORMANCE INFORMATION SHEET

Reference #1

Contract Number:		**Contract Value:**	
Procuring Agency or Organization:		**Period of Performance:**	
Type of Contract and identify if Prime or Sub:		**Reference Point of Contact** **Name:** **Phone Number:** **Email:**	

1. **Detailed description of the services performed under the contract:**

2. **Describe any issues during the contract performance (including the number, type, frequency, duration of issues and impact on quality, delivery or cost in performing the contract):**

3. **Describe any corrective actions taken and the outcome of those actions:**

4. **Does the Quoter consider their past performance to be very relevant, relevant, somewhat relevant or not relevant? (See definitions on pg.4). Please discuss why:**

Reference #2

Contract Number:		**Contract Value:**	
Procuring Agency or Organization:		**Period of Performance:**	
Type of Contract and identify if Prime or Sub:		**Reference Point of Contact** **Name:** **Phone Number:** **Email:**	

1. **Detailed description of the services performed under the contract:**

2. **Describe any issues during the contract performance (including the number, type, frequency, duration of issues and impact on quality, delivery or cost in performing the contract):**

3. **Describe any corrective actions taken and the outcome of those actions:**

4. **Does the Quoter consider their past performance to be very relevant, relevant, somewhat relevant or not relevant? (See definitions on pg.4). Please discuss why:**

Reference #3

Contract Number:		**Contract Value:**	
Procuring Agency or Organization:		**Period of Performance:**	
Type of Contract and identify if Prime or Sub:		**Reference Point of Contact** **Name:** **Phone Number:** **Email:**	

1. **Detailed description of the services performed under the contract:**

2. **Describe any issues during the contract performance (including the number, type, frequency, duration of issues and impact on quality, delivery or cost in performing the contract):**

3. **Describe any corrective actions taken and the outcome of those actions:**

4. **Does the Quoter consider their past performance to be very relevant, relevant, somewhat relevant or not relevant? (See definitions on pg.4). Please discuss why:**

The definitions for “Relevant”, ”Not Relevant” “scope”, “size” and “complexity” are as follows:

- **Very Relevant**: Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.
- **Relevant**: Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.
- **Somewhat Relevant**: Present/past performance effort involved some of the scope and magnitude of effort and complexities this solicitation requires.
- **Not Relevant**: Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.

Scope: Range of operations covered.
Magnitude: Dollar value.
Complexity: Degree of difficulty.