

Past-Performance Entry - Template

Template guidance reviewed 9 September 2026. Replace bracketed prompts with verified information. Follow the specific solicitation, amendments and submission instructions; this template does not determine eligibility or compliance.

Contract identification

Customer / agency: [____] Contract or order number: [____]

Pricing arrangement: [FFP / T&M / cost-reimbursement / other] Award instrument: [standalone contract / task order / delivery order / other] Your attributable value, if required and authorized: [____]

Period of performance: [start – end]

Role

[Prime / subcontractor] [Your scope / % of effort]

Scope of work

[2–4 sentences on what was delivered and the outcome the customer got]

Relevance

[Why this work is relevant to the current opportunity – same customer, scope, size, or complexity]

Performance

[Documented delivery outcomes and supporting source. Include CPARS information only where disclosure is authorized; do not attach restricted reports to a public capability sheet.]

Reference

[Reference name · Title · Organization · Business email · Phone; confirm permission and the solicitation's required reference format.]

Keep one authoritative source record per contract. Adapt the entry to the solicitation's relevance, recency, role, value and reference requirements; do not reuse confidential information indiscriminately.