

**ATTACHMENT L-4
 RELEVANT EXPERIENCE AND PAST PERFORMANCE REFERENCE
 INFORMATION FORM**

(Completed Form limited to 3 pages per reference contract or project)

1.	Name of Contractor Submitting Proposal:	
2.	Name of Reference Contact Client (e.g. Government Agency or Prime Contractor):	
3.	Name of Entity Reference Contract/Project Was Awarded To and Entity's Contractual Role (e.g. prime, subcontractor, etc.):	
4.	Reference Contract/Project Client Point of Contact:	Name: Title: Telephone: E-mail Address: Mailing Address: Reference Contract/Project Number:
5.	Reference Contract/Project Period of Performance:	
6.	Reference Contract/Project Start Date:	
7.	Reference Contract/Project Completion/Termination Date:	
8.	Reference Contract Type of Contract/Project:	
9.	Reference Contract/Project Total Value:	
10.	Reference Contract/Project Value Performed To Date:	
11.	Dollar Amount and duration of work <u>entity</u> performed on reference contract/project:	
12.	Scope entity is <u>proposed</u> to perform on this solicitation (DE-SOL-0006102): List the applicable PWS elements.	
13.	Scope entity <u>performed</u> on reference contract/project:	

14. Provide information on problems encountered on the contract/projects identified above and corrective actions taken to resolve those problems.	
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Instructions for Completing Attachment L-4, Relevant Experience and Past Performance Reference Information Form

- Item 1. Insert the complete name of the Contractor who is submitting the proposal for this solicitation.
- Item 2. Insert the complete name and address of the client/customer, including parent organization, if any. Do not use acronyms.
- Item 3. Insert name of entity reference contract/task order/project used by the customer. Identify the entity's contractual role (e.g. prime, subcontractor, etc.)
- Item 4. Insert the customer's complete name, title, telephone number, e-mail address, mailing address, and reference contract/task order number.
- Item 5. Insert the period of performance of the contract or task order (including options).
- Item 6. Insert the date on which you started to perform the work.
- Item 7. Insert the date on which the customer agreed that the work was satisfactorily completed (including substantial completion), aside from any pending or on-going administrative actions, claims negotiations, or litigation.
- Item 8. Insert the contract type including fee (e.g., FP, CPFF, CPAF, etc.)
- Item 9. Insert contract value (separately listing fee if cost-type).
- Item 10. Insert the final sum of all invoices, or the sum of all invoices to date, including agreed upon and disputed amounts, paid and awaiting payment.
- Item 11. If different than Item 5 and Item 10, insert sum of all invoices, or the sum of all invoices to date, including agreed upon and disputed amounts, paid and awaiting payment.
- Item 12. Describe the scope entity will be performing on this solicitation: list the applicable PWS elements (including part(s) if not a whole PWS element).
- Item 13. **Relevant Experience:** Describe the nature and scope of the work entity performed: clearly identify the part(s) the entity performed of the referenced contract above. Describe factors that demonstrate relevancy to successfully completing the requirements of the PWS the entity is proposed to perform including any improvements implemented in the performance of the work.
- Item 14. **Past Performance:** Describe problems encountered on the contract/projects identified above and corrective actions taken to resolve those problems. Tell your side of the story of any conflicts with the customer concerning which they may make adverse remarks about your performance.