

ATTACHMENT
FORMAT

Mr. John Smith

Subject: Past Performance, Contract No.

Dear Mr. Smith:

As you know _____ provides services to the Department under the above referenced contract. The requirements of this contract are similar to the requirements of a solicitation for which _____ has recently submitted a proposal.

As part of the proposal evaluation, I ask that you evaluate the performance under contract _____ by completing the attached evaluation form and faxing it as soon as possible, but no later than _____, to the Department of Housing and Urban Development, Attn: _____. Please provide this response as soon as possible.

The completed form will be treated as "Source Selection Information" in accordance with Federal Acquisition Regulation 3.104, Procurement integrity, and it should not be released except to Government personnel needing the information for source selection purposes

Sincerely,

XYZ, L.L.P.

By _____
President

PAST PERFORMANCE INFORMATION

(All relevant services performed in the 3 years prior to submission of proposals)

Prime contractor name: _____

* Client Name	Point of contact	Type of services provided	Contract number and contract value
	Name:		#
	Address:		\$
	City, State, Zip:		
	Telephone:		
Date services provided:	Description of why services are relevant to the solicitation requirements		Principle Partners / Key Personnel

* Client Name	Point of contact	Type of services provided	Contract number and contract value
	Name:		#
	Address:		\$
	City, State, Zip:		
	Telephone:		
Date services provided:	Description of why services are relevant to the solicitation requirements		Principle Partners / Key Personnel

* Client Name	Point of contact	Type of services provided	Contract number and contract value
	Name:		#
	Address:		
	City, State, Zip:		\$
	Telephone:		
Date services provided:	Description of why services are relevant to the solicitation requirements		Principle Partners / Key Personnel

*If performance was as a subcontractor, this will be the name of the prime contractor

Note: Offeror shall duplicate the above "blocks" as necessary to comply with the solicitation requirements.