

**Past Performance Data Required for Follow on Contract:**

**[MONTH] [DAY], 20XX**

To:

Re: Legacy TORP #

Legacy TORP Title:

In order to proceed with your request for continuity of services with the present contractor, it is necessary to establish acceptable Past Performance from the prior legacy Task Order.

Rate Contractor's performance under the legacy Task Order that they provided acceptable performance in each of the following areas:

	<u>Acceptable</u>	<u>Unacceptable</u>
• Technical accuracy of deliverables;	[ ]	[ ]
• Quality of services delivered;	[ ]	[ ]
• Timeliness of deliverable and/or services;	[ ]	[ ]
• Cost control of TO;	[ ]	[ ]
• Contractor's responsiveness to customer requirements	[ ]	[ ]

If the contractor did not provide you with acceptable performance for any of the above items, please take the time now to address what made the performance unacceptable.

Rationale for unacceptable performance:

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TOR Signature: \_\_\_\_\_

Proposed TORP Number: \_\_\_\_

Vendor Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_